



CITY COLLEGE

MONTANA STATE UNIVERSITY BILLINGS

Jacket Student Central  
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GENERAL BUSINESS  
ASSOCIATE OF APPLIED SCIENCE

ADVISING WORKSHEET 2019-2020

TRANSFER INSTITUTION(S):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_

Student ID \_\_\_\_\_

Course	Credits	Grade	Semester	Equivalent
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**Recommended Preparatory Courses**


**Required Preparatory Courses**


**General Education Requirements**

CAPP	120	Introduction to Computers	3			
COMX	106	Communicating in a Dynamic Workplace	3			
M	121	College Algebra <b>or</b>	3			
M	143	Finite Mathematics (4 credits) <b>or</b>				
M	105	Contemporary Mathematics				
WRIT	122	Intro to Business Writing	3			

**Required Courses**

ACTG	101	Accounting Procedures I	3			
ACTG	102	Accounting Procedures II	3			
BGEN	105	Introduction to Business	3			
BGEN	110	Applied Business Leadership	3			
BGEN	220	Business Ethics and Social Responsibility	3			
BGEN	235	Business Law	3			
BGEN	280	Business Planning	3			
BMGT	210	Small Business Entrepreneurship	3			
BMGT	230	Business Logistics	3			
BMGT	235	Management	3			
BMGT	237	Human Relations in Business	3			
BMGT	245	Customer Service Management	3			

BMGT	282	Organizational Training and Development	3			
BMKT	112	Applied Sales	3			
BMKT	225	Marketing	3			
CAPP	156	MS Excel	3			
CAPP	158	MS Access	3			

**Restricted Elective chosen in consultation with faculty advisor – 3 credits required**


**TOTAL MINIMUM CREDITS REQUIRED 66**

*A grade of “C” (2.0) or higher is mandatory in all courses*

**Suggested Restricted Elective:**

BGEN 294	Seminar.....	3
ECNS 201	Principles of Microeconomics.....	3
BMGT 222	Principles of Project Management.....	3
WRIT 220	Business and Professional Writing.....	3

***Suggested Plan of Study***

<b>First Year</b>	<b>Credits</b>	<b>Second Year</b>	<b>Credits</b>
CAPP 120	3	CAPP 158	3
CAPP 156	3	BGEN 280	3
ACTG 101	3	BGEN 220	3
ACTG 102	3	BMGT 210	3
BGEN 105	3	BMGT 230	3
BGEN 110	3	BMGT 235	3
BGEN 235	3	BMGT 237	3
BMKT 225	3	BMGT 245	3
COMX 106	3	BMGT 282	3
WRIT 122	3	BMKT 112	3
College Math	3 or 4	Restricted Elective	3
<b>TOTAL</b>	<b>33</b>	<b>TOTAL</b>	<b>33</b>

**∇ Program is available online**

Transcript evaluation (if applicable) completed by: \_\_\_\_\_ on \_\_\_\_\_

## **Developing a Plan of Study**

To facilitate course planning and scheduling, students should be aware that not all courses are offered every semester, some courses require prerequisites and preparatory courses need to be completed in the first two semesters.

## **Program Specific Information**

Students should know the following information:

- 1.) ACTG 101 must be taken before any other accounting courses. Students have much more flexibility once that course is completed.
- 2.) This is a very flexible program with part time and full time options. This program can be completed entirely online.
- 3.) Students that earn an AAS degree and want to further their education thus career, are able to go on for a Bachelor of Applied Science degree through MSUB. There are a variety of thematic concentrations for completing the BAS degree. Please consult with an advisor for more information.



# 2019-2020 General Business AAS Plan of Study

Name \_\_\_\_\_

Student ID \_\_\_\_\_

Semester \_\_\_\_\_

Semester \_\_\_\_\_

Course	Credits	Course	Credits
<b>Total</b>		<b>Total</b>	

Semester \_\_\_\_\_

Semester \_\_\_\_\_

Course	Credits	Course	Credits
*ACTG 101	3	*ACTG 102	3
*CAPP 120	3	CAPP 156	3
*BGEN 110	3	BGEN 105	3
Gen Ed	3	BGEN 235	3
Gen Ed	3	*BMKT 225	3
Gen Ed	3		
<b>Total</b>	<b>18</b>	<b>Total</b>	<b>15</b>

Semester \_\_\_\_\_

Semester \_\_\_\_\_

Course	Credits	Course	Credits
CAPP 158	3	*BMGT 245	3
*BMGT 235	3	*BGEN 220	3
*BMGT 237	3	*BGEN 280	3
BMGT 282	3	*BMGT 210	3
*BMKT 112	3	*BMGT 230	3
		Restricted Elective:	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>18</b>

*\* These courses need to be taken in the prescribed sequence based on prerequisite requirements and course availability.*

Number of earned credits that apply toward degree: \_\_\_\_\_

Number of credits left to earn for degree: \_\_\_\_\_

**CERTIFICATION:** The courses listed are **required** for the student's degree.

Advisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_