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**BUSINESS ADMINISTRATION  
ASSOCIATE OF SCIENCE**

**ADVISING WORKSHEET 2024-2025**

*Jacket Student Central*  
Phone 406-247-3019  
Fax: 406-247-3095

Name \_\_\_\_\_

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

**GENERAL EDUCATION REQUIREMENTS –SEE PAGE 2 FOR SPECIFIC COURSES**

General Education Category	Course #	Credits	Grade	Semester	Equivalent
<b>Category I: Global Academic Skills</b> (9 credits) A. Mathematics (3 credits) B. English (3 credits) C. Communication & Information Literacy (3 credits)	M 143				
	WRIT 101				
<b>Category II: Natural Sciences</b> (7 credits) 2 lectures (6 credits) & 1 lab (1 credit) (1 life science & 1 physical science & 1 lab)					
<b>Category III: Social Sciences and History</b> (6 credits) A. Social Science (3 credits) B. History (3 credits)	ECNS 201				
<b>Category IV: Cultural Diversity</b> (3 credits)					
<b>Category V: Arts &amp; Humanities</b> (6 credits) A. Fine Arts (3 credits) B. Humanities (3 credits)					

A minimum grade of “C-” required in all General Education courses.

*Note: Certain degrees may require a minimum grade of “C” in General Education courses.*

**Required Preparatory Courses**


**GENERAL EDUCATION REQUIREMENTS**

**CATEGORY I: GLOBAL ACADEMIC SKILLS 9 credits**

*Students are required to take one course from each subcategory*

**Subcategory A - Mathematics 3 credits**

+M	105	Contemporary Mathematics	3
+M	114	Extended Technical Mathematics	3
+M	121	College Algebra	3
M	122	College Trigonometry	3
M	130	Math for Elementary Teachers I	3
+M	140	College Math for Healthcare	3
+M	143	Finite Mathematics	4
M	161	Survey of Calculus	3
M	171	Calculus I	4
STAT	141	Introduction to Statistical Concepts	3
STAT	216	Introduction to Statistics	4

**Subcategory B - English 3 credits**

+WRIT	101	College Writing I	3
+WRIT	121	Introduction to Technical Writing	3
+WRIT	122	Introduction to Business Writing	3

**Subcategory C- Communication & Information Literacy 3 credits**

BMIS	150	Computer Literacy	3
+COMX	111	Introduction to Public Speaking	3
+COMX	115	Introduction to Interpersonal Communication	3
COMX	210	Communication in Small Groups	3
HONR	205	Honors Inquiry and Research	3
LSCI	125	Research in the Information Age	3

**CATEGORY II: NATURAL SCIENCES 6 cr. lecture & 1 cr. lab**

*Students are required to take one course from each subcategory and at least one corresponding lab or Integrated Sciences*

**Subcategory A – Life Sciences 3-4 credits**

BIOB	101	Discover Biology	3
BIOB	102	Discover Biology Lab	1
BIOB	121	Fundamentals of Biology for Allied Health	3
BIOB	123	Fund of Biology: The Nature of Nutrition	3
BIOB	160	Principles of Living Systems	3
BIOB	161	Principles of Living Systems Lab	1

**Subcategory B – Physical Sciences 3-4 credits**

ASTR	110	Introduction to Astronomy	3
ASTR	111	Introduction to Astronomy Lab	1
+CHMY	121	Introduction to General Chemistry	3
+CHMY	122	Introduction to General Chemistry Lab	1
CHMY	141	College Chemistry I	3
CHMY	142	College Chemistry Laboratory I	1
GEO	101	Introduction to Physical Geology	3
GEO	102	Introduction to Physical Geology Laboratory	1
GPHY	262	Spatial Sciences Technology & Applications	3
GPHY	263	Spatial Sciences and Technology Laboratory	1
PHSX	103	Our Physical World	3
PHSX	104	Our Physical World Lab	1
PHSX	205	College Physics I	3
PHSX	206	College Physics I Lab	1

**Integrated Sciences**

SCIN	101, 102, 103, 104	Integrated Sciences	3, 1, 3, 1
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**CATEGORY III: SOCIAL SCIENCES AND HISTORY 6 credits**

*Students are required to take one course from each subcategory*

**Subcategory A – Social Sciences 3 credits**

+BGEN	105	Introduction to Business	3
+COMX	106	Communicating in a Dynamic Workplace	3
ECNS	201	Principles of Microeconomics	3
ECNS	202	Principles of Macroeconomics	3
EDU	105	Education and Democracy	3
HTH	110	Personal Health and Wellness	3
PSCI	210	Introduction to American Government	3
PSCI	220	Introduction to Comparative Government	3
+PSYX	100	Introduction to Psychology	3
+SOCI	101	Introduction to Sociology	3
SOCI	201	Social Problems	

**Subcategory B - History 3 credits**

HSTA	101	American History I	3
HSTA	102	American History II	3
HSTR	159	World History to 1500 CE	3
HSTR	160	Modern World History	3
PSCI	230	Introduction to International Relations	3

**CATEGORY IV: CULTURAL DIVERSITY 3 credits**

ANTY	220	Culture and Society	3
ARTH	160	Global Visual Culture	3
COMX	212	Introduction to Intercultural Communication	3
GPHY	121	Human Geography	3
HTH	270	Global Health Issues	3
LIT	230	World Literature Survey	3
MUSI	207	World Music	3
NASX	105	Introduction to Native American Studies	3
NASX	205	Native Americans in Contemporary Society	3
REHA	201	Introduction to Diversity in Counseling	3
RLST	170	The Religious Quest	3
SPNS	150	The Hispanic Tradition	3
WGSS	274	Women,Culture and Society	3

**CATEGORY V: ARTS & HUMANITIES 6 credits**

*Students are required to take one course from each subcategory*

**Subcategory A – Fine Arts 3 credits**

ARTZ	101	Art Fundamentals (dual enrollment only)	3
ARTZ	105	Visual Language-Drawing	3
ARTZ	106	Visual Language -2D Foundations	3
ARTZ	108	Visual Language – 3D Foundations	3
ARTZ	131	Ceramics for Non-majors	3
CRWR	240	Intro Creative Writing Workshop	3
FILM	160	Introduction to World Cinema	3
LIT	270	Film & Literature	3
MUSI	101	Enjoyment of Music	3
MUSI	114	Band: MSUB Symphonic	1
MUSI	131	Jazz Ensemble I: MSUB	1
MUSI	147	Choral Ensemble: University Chorus	1
PHOT	154	Exploring Digital Photography	3
THTR	101	Introduction to Theatre	3

**Subcategory B - Humanities 3 credits**

ARTH	150	Introduction to Art History	3
HONR	111	Perspectives and Understanding	3
LIT	110	Introduction to Literature	3
LIT	213	Montana Literature	3
PHL	110	Introduction to Ethics	3
PHL	111	Philosophies of Life	3
PHL	254	People and Politics	3

**Total 31**

+Denotes a course offered at the City College campus. These courses may not be available every semeste

Academic Requirements:

Course		Credits	Grade	Semester	Equivalent
<b>Required Courses</b>					
ACTG	201	Principles of Financial Accounting	3		
BGEN	105	Introduction to Business**	3		
BGEN	235	Business Law*	3		
BGEN	280	Business Planning**	3		
BMGT	235	Management**	3		
BMKT	225	Marketing**	3		
CAPP	120	Introduction to Computers	3		
<b>or</b> CAPP	156	MS Excel			
<b>or</b> BGEN	240	Intro to Business Data Analysis			
BGEN	294	Seminar/Workshop	2		
<b>or</b> BGEN	498	Internship/Cooperative Education			
<b>or</b> BMGT	298	Internship/Cooperative Education			

*A grade of "C" or higher is mandatory in all required courses.*

\*Indicates courses that transfer to College of Business Core

\*\*Indicates courses that transfer to College of Business as general electives

Course		Credits	Grade	Semester	Equivalent
<b>Restricted Electives (6 credits)</b>					

**Restricted Electives (Select Restricted Electives in consultation with an advisor)**

- BGEN 220 Business Ethics and Social Responsibility
- BMGT 250 Employment & Compensation Strategies
- BMKT 325 Principles of Marketing
- ECNS 202 Principles of Macroeconomics
- STAT 216 Introduction to Statistics
- WRIT 220 Business & Professional Writing
- HTH 270 Global Health Issues
- AHMS 144 Medical Terminology

Categories	Credits	Earned	Remaining
General Education	32	_____	_____
Required Courses	23	_____	_____
Restricted Electives	6	_____	_____
<b>Total Required</b>	<b>61</b>	_____	_____

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

## **Program Specific Information**

Students should know the following information:

- For students who want to continue into a bachelor's degree within the MSUB College of Business, take BGEN 240 instead of CAPP 120 or CAPP 156.
- Students who would like to pursue the bachelor's degree should choose ACTG 202, ECNS 202, STAT 216 or WRIT 220 as Restricted Electives.
- When planning classes for each semester, pay close attention to the required courses. There are several courses that are only offered in specific semesters, so plan accordingly.
- BGEN 294 is typically taken towards the end of completing this degree.