

# BUSINESS ADMINISTRATION ASSOCIATE OF SCIENCE PROGRAM OF STUDY

**Offered Online**

This program is designed to provide an entry point for students interested in pursuing business-related careers. It focuses on a broad business core in a flexible and practical way that is ideal for adults seeking career changes or those who desire advancement in their current position as well as the traditional students seeking a career in business. The program covers key areas dealing with economics; management, marketing, accounting, and business law that prepare students for an active and successful career. Classes are offered at flexible times with evening, hybrid, and online offerings making it ideal for adult learners or students who work during the day.

The Associate of Science Plan of Study in Business Administration offers a unique point of access for anyone interested in careers in management, marketing, finance or information systems because the program articulates directly into the College of Business Bachelor of Science degree in Business Administration. Those who enter the program can get the up-to-date skills and knowledge they need to improve their current career path or move on to the MSU Billings College of Business and complete a four-year degree with options in Management, Marketing, Finance or Information Systems. See our website at [www.msubillings.edu/careers](http://www.msubillings.edu/careers) (<http://www.msubillings.edu/careers/>) for graduate data.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Analyze and evaluate marketing concepts and principles.
- Apply the four management functions: planning, organizing, leading, and controlling.
- Utilize management, marketing, and accounting strategies to design a business plan.

## Required Courses

Code	Title	Credits
<b>General Education Requirements (<a href="https://catalog.msubillings.edu/cc/general-education-requirements/">https://catalog.msubillings.edu/cc/general-education-requirements/</a>)</b>		<b>31</b>

The following General Education courses are required. Students should select General Education courses in consultation with their advisors.

*Mathematics*

M 143	Finite Mathematics	
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*English*

WRIT 101	College Writing I	
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*Communication & Information Literacy*

BMIS 150	Cyber Security & Electronic Co	
or COMX 115	Intro to Interpersonal Comm	
or LSCI 125	Research in the Info Age	

*Natural Sciences*

Select from list (<https://catalog.msubillings.edu/undergraduate/general-education-requirements/>)

*Social Sciences*

ECNS 201	Principles of Microeconomics	
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*History*

Select from list (<https://catalog.msubillings.edu/undergraduate/general-education-requirements/>)

*Cultural Diversity*

Select from list (<https://catalog.msubillings.edu/undergraduate/general-education-requirements/>)

*Fine Arts*

Select from list (<https://catalog.msubillings.edu/undergraduate/general-education-requirements/>)

*Humanities*

Select from list (<https://catalog.msubillings.edu/undergraduate/general-education-requirements/>)

**Core Courses**

ACTG 201	Principles of Fin Acct <sup>2</sup>	3
BGEN 105B	Introduction to Business <sup>2</sup>	3
BGEN 235	Business Law <sup>3</sup>	3
BGEN 280	Business Planning <sup>2</sup>	3
BMGT 235	Management <sup>2</sup>	3
BMKT 225	Marketing <sup>2</sup>	3

Select one of the following: 3

CAPP 120	Introduction to Computers	
or CAPP 156	MS Excel	
or BGEN 240	Intro Business Data Analysis	
BGEN 294	Seminar/Workshop <sup>2,4</sup>	2
or BMGT 298	Internship/Cooperative Educ	
or BGEN 498	Internship/Cooperative Educ	

Subtotal 23

**Restricted Electives 6**

Select Restricted Electives in consultation with an advisor.

BGEN 220	Bus Ethics & Soc Respsnibility <sup>2</sup>	
BMGT 250	Employment & Comp Strategies <sup>2</sup>	
BMKT 325	Principles of Marketing <sup>3</sup>	
ECNS 202	Principles of Macroeconomics	
STAT 216	Introduction to Statistics	
WRIT 220	Business & Prof Writing	
HTH 270	Global Health Issues <sup>1</sup>	
AHMS 144	Medical Terminology <sup>1</sup>	

**Total Minimum Credits 60**

<sup>1</sup> Course transfers to the BSHA 2+2 pathway.  
<sup>2</sup> Course transfers to the College of Business as a general elective.  
<sup>3</sup> Course transfers to the College of Business core.  
<sup>4</sup> Students are required to complete two credits, but may earn up to three.

## Suggested Plan of Study

Code	Title	Credits
<b>First Semester</b>		
BGEN 105B	Introduction to Business	3
CAPP 120	Introduction to Computers	3
or CAPP 156	MS Excel	
or BGEN 240	Intro Business Data Analysis	
General Education		9
<b>Second Semester</b>		
ACTG 201	Principles of Fin Acct	3

BMGT 235	Management	3
General Education		9
Third Semester		
ECNS 201	Principles of Microeconomics	3
BMKT 225	Marketing	3
General Education		9
Fourth Semester		
BGEN 235	Business Law	3
BGEN 280	Business Planning	3
BGEN 294	Seminar/Workshop	2
General Education		7

## Business Administration Associate of Science Program of Study + Health Administration Bachelor of Science

Complete Associate of Science in Business Administration before beginning any upper division Health Administration courses.

Earn at least 120 credits with a cumulative grade point average of 2.0 or better.

Earn a minimum of 30 credits from Montana State University Billings.

Complete at least 36 upper division credits, of which at least 21 must be earned from Montana State University Billings.

Code	Title	Credits
<b>General Education Requirements (<a href="https://catalog.msubillings.edu/cc/general-education-requirements/">https://catalog.msubillings.edu/cc/general-education-requirements/</a>)</b>		<b>31</b>

The following General Education courses are required. Students should select General Education courses in consultation with their advisors.

### Mathematics

M 143	Finite Mathematics	
	or STAT 216	Introduction to Statistics

### English

WRIT 101	College Writing I	
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### Communication & Information Literacy

Select from list (<https://catalog.msubillings.edu/undergraduate/general-education-requirements/>)

### Natural Sciences

Select from list (<https://catalog.msubillings.edu/undergraduate/general-education-requirements/>)

### Social Sciences

ECNS 201	Principles of Microeconomics	
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### History

Select from list (<https://catalog.msubillings.edu/undergraduate/general-education-requirements/>)

### Cultural Diversity

HTH 270	Global Health Issues	
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### Fine Arts

Select from list (<https://catalog.msubillings.edu/undergraduate/general-education-requirements/>)

### Humanities

Select from list (<https://catalog.msubillings.edu/undergraduate/general-education-requirements/>)

### Required Business Administration Courses

ACTG 201	Principles of Fin Acct	3
BGEN 105B	Introduction to Business	3
BGEN 235	Business Law	3
BGEN 280	Business Planning	3
BGEN 294	Seminar/Workshop	3
BMGT 235	Management	3
BMKT 225	Marketing	3
CAPP 120	Introduction to Computers	3
	or BGEN 240	Intro Business Data Analysis
Select two Restricted Electives in consultation with an advisor.		6
Subtotal		30

### Required Health Administration Courses

HADM 305	Survey of US Healthcare System	3
HADM 307	Health Informatics	3
HADM 310	Healthcare Economics	3
HADM 325	Princ of Mrkting for Hlth Orgs	3
HADM 335	Health Law and Ethics	3
HADM 405	Evidence in Research & Eval	3
HADM 422	Operations,Outcomes & Quality	3
HADM 425	Fin Mgmt & Budgeting in Hlthcr	3
HADM 440	Mgmt Epidemiology & Pub Hlth	3
HADM 445	Managing Hlthcare Orgnztns	3
HADM 450	Health Policy & Politics	3
HADM 498	Internship/Cooperative Educ	3
HADM 499	Capstone	3
Subtotal		39

### Other Required Courses

HTH 270	Global Health Issues	3
STAT 216	Introduction to Statistics <sup>1</sup>	4
WRIT 321	Advanced Technical Writing	3
Subtotal		10

### Electives

Select courses to fulfill remaining credits, in consultation with an advisor. V  
Suggested courses include:

AHMS 144	Medical Terminology	
CHTH 450	Worksite Health Promotion	
COMX 320	Prin of Organizational Comm	
COMX 426	Leadership and Communication	
COMX 480	Health Communication	
HTH 435	Hlth & Wllnss Acrss the Lfspn	
SOCI 380	Soc of Health and Medicine	

**Total Minimum Credits 120**

<sup>1</sup> If not taken above