

# 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) for graduate data.

### Upon successful completion of this program a student will be able to:

- Identify and define the major marketing concepts and principles including the 4 P's of marketing; Product, Place, Price and Promotion.
- Design a fundamental marketing plan including the 4 P's of marketing; Product, Place, Price and Promotion.
- Identify and define the major management concepts and principles including the four functions of management; planning, leading, organizing & controlling.
- Apply the four functions of management; planning, organizing, leading & controlling to the workplace.
- Evaluate standards of professional performance in the workplace.

Code	Title	Credits
<b>General Education Requirements</b> ( <a href="https://catalog.msubillings.edu/cc/general-education-requirements">https://catalog.msubillings.edu/cc/general-education-requirements</a> ) <sup>1</sup>		31
Students should consult with an academic advisor before registering for General Education courses.		
<b>Core Courses</b>		
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
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	
CAPP 131	Basic MS Office <sup>2</sup>	
ECNS 202	Principles of Macroeconomics <sup>3</sup>	3
BGEN 294	Seminar/Workshop <sup>2</sup>	2
Subtotal		23

Restricted electives selected with advisor approval	6
Total Minimum Credits	60

- <sup>1</sup> The following General Education courses are required: M 143, WRIT 101, WRIT 220, COMX 111 or BMIS 150, and ECNS 201.
- <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.

## Suggested Plan of Study

### (Coordinated Evening/Online Studies Plan)

Code	Title	Credits
First Semester		
BGEN 105B	Introduction to Business	3
CAPP 120	Introduction to Computers	3
or CAPP 131	Basic MS Office	
General Education		9
Second Semester		
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		
ECNS 202	Principles of Macroeconomics	3
BGEN 235	Business Law	3
BGEN 294	Seminar/Workshop	2
General Education		7