

GENERAL BUSINESS ASSOCIATE OF APPLIED SCIENCE DEGREE

☐ Offered Online

The AAS in General Business establishes a successful foundation of core business concepts while allowing students to explore a wide variety of business topics. Coursework is designed to enhance business skills and student employability in the work place. This program equips future and current business owners with the practical skills and hands-on ability to start, and run, a small business.

See our website at www.msbillings.edu/careers (<http://www.msbillings.edu/careers/>) for graduate data.

Program Learning Outcomes

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

- Identify and demonstrate the understanding of management concepts and principles, including the four functions of management.
- Identify and negotiate the sales process and deliver exceptional customer service.
- Identify and demonstrate the important role of business leadership and business ethics.
- Write a business plan.
- Write a marketing plan.
- Show detailed computer literacy and ability

Required Courses

Code	Title	Credits
ACTG 101	Accounting Procedures I	3
ACTG 102	Accounting Procedures II	3
BGEN 105B	Introduction to Business	3
BGEN 110	Applied Business Leadership	3
BGEN 220	Bus Ethics & Soc 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 & Dev	3
BMKT 112	Applied Sales	3
BMKT 225	Marketing	3
CAPP 120	Introduction to Computers	3
CAPP 156	MS Excel	3
CAPP 158	MS Access	3
COMX 106	Comm in a Dynamic Workplace	3
Select one of the following: ¹		3-4
M 121	College Algebra	
M 143	Finite Mathematics	
M 105	Contemporary Mathematics	

WRIT 122	Intro to Business Writing	3
Restricted Elective		
Select one of the following:		3
BGEN 294	Seminar/Workshop	
BMGT 222	Princ of Project Management	
ECNS 201	Principles of Microeconomics	
WRIT 220	Business & Prof Writing	
Total Minimum Credits		66

¹ Students should check with their academic advisor to determine the specific math course that is appropriate for their plan of study.

Students should check course descriptions for required prerequisites. Math and communication requirements are usually determined by performance on placement tests or transfer credits.

Suggested Plan of Study

Code	Title	Credits
First Year		
CAPP 120	Introduction to Computers	3
CAPP 156	MS Excel	3
ACTG 101	Accounting Procedures I	3
ACTG 102	Accounting Procedures II	3
BGEN 105B	Introduction to Business	3
BGEN 110	Applied Business Leadership	3
BGEN 235	Business Law	3
BMKT 225	Marketing	3
COMX 106	Comm in a Dynamic Workplace	3
WRIT 122	Intro to Business Writing	3
College Math		3
Second Year		
CAPP 158	MS Access	3
BGEN 280	Business Planning	3
BGEN 220	Bus Ethics & Soc Responsibility	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 & Dev	3
BMKT 112	Applied Sales	3
Restrictive Elective		3