



Business Administration

Associate of Science (AS) Degree Program

Division of Business & Information Technology



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The Business Administration Associate of Science (A.S.) Degree program provides students with the fundamental knowledge and skills to begin building a career in business administration or to prepare for completion of a bachelor's degree. Along with providing a solid general business education, the Business Administration AS Degree program incorporates practical application of sharpened problem-solving skills. Integrated throughout the program is an emphasis on developing the ability to make effective business operational and administrative decisions. It includes development of "soft skills" such as business etiquette, emotional intelligence, social capital, and civic duties. The program covers key areas dealing with economics, management, marketing, accounting, and business law that prepare students for an active and successful career.

The mission of the Blackfeet Community College's Business Administration Associate of Science (A.S.) Degree program is to deliver quality educational experiences to students in preparation for transfer to a four year college, or a career in business. The program will provide students with the intellectual foundations necessary to contribute effectively and positively to a changing business environment. The curriculum is designed to preserve the cultural and heritage of the Blackfeet People relative to Business Administration by integration of traditional concepts in the course of study.

The Learning Outcomes from the Business Administration degree program are as follows:

- ▣ Identify and define the major management concepts and principles including the four functions of management: planning, leading, organizing and controlling.
- ▣ Apply the four functions management.
- ▣ Utilize oral, written, and listening skills to demonstrate an understanding of business practices and theories.
- ▣ Utilize mathematical concepts and theories to analyze the viability of a business and to use those concepts and theories in the decision making process.
- ▣ Incorporate social science theories and constructs from the field of psychology and sociology into the application of management theories.
- ▣ Develop an understanding of societies and cultures and use that understanding to implement business practices reflecting the diversity of customers, employees, employers and stakeholders.
- ▣ Analyze the legal requirements and ethical implications of business decision and how such decisions affect the business, community and society.
- ▣ General knowledge of financial statement presentation, non-profit accounting, managerial accounting, payroll procedures, and income tax preparation.
- ▣ Emphasize critical thinking, problem solving, and communication skills for students with instruction in business law, economics, ethics and finance.
- ▣ Provides students with contemporary business management theory and problems.
- ▣ Emphasize is placed on the application of theory and knowledge in solving practical problems.
- ▣ The curriculum focuses on the development of personal capacity in leadership, critical thinking, problem solving and ethical decision making at all organizational levels from first line supervision through middle management to executive levels.

Students majoring in Business Administration are required to take the General Core Requirements 1 – 6 for an Associate of Science (AS) Degree program on page 11-2 as well as the following major core courses in CORE 7 & CORE 8:

CORE 7 – Business Administration				21 Credits Required	
Course #	Name of Course	Offered	Credits	Semester Taken	Grade
ACTG 201	Financial Accounting I	Fall	3		
ACTG 202	Managerial Accounting II	Spring	3		
BFIN 205	Personal Money Management & Finance	Fall	3		
BGEN 105	Introduction to Business	Every	3		
BGEN 235	Business Law	Spring	3		
BMGT 235	Management	Fall	3		
BMGT 299	Business Administration Internship	Spring	3		
CORE 8 – Electives				10 Credits Required	
ECNS 201	Principles of Microeconomics	Fall	3		
ECNS 202	Principles of Macroeconomics	Spring	3		
STAT 216	Intro to Statistics	Every	4		
Total Core 7 & 8 Credits To Be Completed By Student			31		