



# Business Management

## Admissions Information

### Application Materials

Students wanting to apply for a degree seeking program at the College of Eastern Idaho (CEI) must submit all of the following application materials for review. Admissions counselors will evaluate the application documents to ensure everything has been completed correctly.

- Application for admission
- High School or GED Transcripts, must be official copies
- Official Transcripts from all post-secondary institutions attended
- Math and English placement

### Placement Scores

Students at CEI must have current placement into our basic math and English classes. If you need to take the ALEKS or Gain exams in order to prove placement you can schedule a time with our Testing Center by calling 208-535-5438.

Common tests and placement scores that we require are as follows:

Placement Test	English Score	Math Score
ACT	18 or higher	17 or higher
SAT	200 or higher	430 or higher
ALEKS Math	-	14 or higher
Gain	747 or higher	670 or higher

### Transfer Credits

If you have attended any other college or universities you will need to send your official transcripts to CEI. It's possible for previously completed courses to transfer in to fulfill specific degree requirements. Please note the following guidelines from transfer course work to CEI:

- All transfer classes must have a final grade of a C or higher
- Only classes required for your program will be transferred in
- Some classes (like math and biology) can expire after 5 years

An admissions advisor can do an unofficial review of your transfer credits. The official evaluation is done after the admissions process is completed and will be available to the student at their New Student Orientation.

### New Student Orientation

After you have received an acceptance letter into the college you will be required to attend a New Student Orientation. You will be able to enroll in classes during this event and it is the last step in the admissions process.

### Financial Aid

This program is financial aid eligible. Our school code is: 0011133. If you are planning on applying for financial aid and have any questions please contact our Financial Aid office in room # 348 or call 208-535-5374

## Business Management Program Information

The Business Management (BMG) program is comprised of two different certificates/degrees. There is an Associates of Applied Science degree (AAS) and an Intermediate Technical Certificate (ITC).

- The AAS is a 60 credit, 4 semester, program that includes general education courses.
- The ITC is a 31 credit, 2 semester, program that includes general education courses.

The program is also flexible so that students can attend on either a full- or part-time basis.

### Program Overview

The Business Management program is designed to help students succeed in a competitive business environment while developing a rewarding career path of their choice. This program teaches the practical skills and knowledge needed to be an outstanding employee, team member, manager, and leader in a wide-range of exciting employment possibilities. The program is comprehensive and addresses major business functions that relate to every industry.

Students develop valuable, transferable skills related to the major functions and roles in business including management, leadership, accounting, finance, marketing on the internet, sales, customer service, communications, human resources, entrepreneurship, and more. Throughout the program, students are required to use critical thinking skills as they complete projects and solve problems common in today's economy. Students will be able to identify and explain the major functions of a successful business as well as apply other developed skills throughout the program and beyond.

Students who enroll in the one-year ITC program will learn many of the same skills as students in the AAS program. ITC students will choose their preferred business area on which to focus. Students have the option to choose coursework focused on applied accounting, marketing, entrepreneurship, or business management in general. This certificate program is ideal for students interested in acquiring their education within one year. Since this certificate provides students with the first half of the BMG program it makes it easy for students who choose to continue their education.

The Business Management program is an effective route for students who need flexibility. Program courses are scheduled so that students can begin during any semester, whether they start college in the fall, spring, or summer term. Students are not bound by a strict order of courses to take although it is a recommended sequence for the two year, AAS (see page 5). Students in the AAS program are also able to earn the ITC during their first year.

Students in the Business Management program gain on-the-job experience and benefit from regular application of the skills they are learning. This hands-on approach assists students as they identify their strengths, explore professional interests, and capitalize on employment opportunities. Through this, students will become more marketable to employers. Graduates of the BMG program are working at nationally recognized companies, local businesses, nonprofit organizations, colleges and schools, small business owners, and many other industries including manufacturing, hospitality, real estate, retail, construction, banking, marketing, transportation, and more.

### Program Requirements

- In order for students to be accepted into the Business Management program they must complete the CEI application process (see page 1).
- Students must qualify for **ENG 101**, **BOT 180**, and **MAT 100**, or discuss qualifications with an admissions counselor.
- Once in the program, students must pass their program specific courses with a minimum grade of C- (70%) or higher and must be passed consecutively before continuing on to the next course.
- AAS students will be required to successfully complete the A\*S\*K Certification Exam at the end of their program.

### **Message from the Faculty**

- “BMG is a very flexible program.”
- “Students will learn transferable skills.”
- “We take a hands-on approach.”
- “The business labs taken in the first two semesters help students successfully launch their college career at CEI.”
- “When personalizing the order you take courses, please speak with your program advisor to assure the best plan for you.”

### **Message from the students**

- “Trust the process.”
- “It is okay to be anxious about starting college but it gets easier and is manageable because of all of the resources CEI offers.”
- “You can pick up the one-year ITC along the way to getting the two-year AAS.”
- “Set aside time for homework.”
- “Take Marketing before Marketing on the Internet.”
- “Find a balance between school and life.”
- “Make connections with people in your classes; form study groups.”

### **Contacting Admissions**

If you have any questions about the Business Management program, or the application process we would be happy to go over it with you.

#### To schedule an appointment

Student Affairs  
Room #300  
Phone: 208-535-3000

#### Admissions Counselor

Courtney Richert  
Phone: 208-535-5510  
Email: [Courtney.Richert@cei.edu](mailto:Courtney.Richert@cei.edu)

#### BMG Specific Questions

Laura King  
Phone: 208-535-5348  
Email: [Laura.King@cei.edu](mailto:Laura.King@cei.edu)

## Program Cost

*Costs are subject to change.*

### Associates of Applied Science

*A technology fee covering the cost of the A<sup>AS</sup>K Certification Exam will be assessed in the semester in which it is taken.*

BMG. AAS Tuition		BMG. AAS Books		Totals	
Semester 1	\$2,064.00	Semester 1	\$500.00	Tuition	\$8,127.00
Semester 2	\$2,064.00	Semester 2	\$500.00	Books	\$2,000.00
Semester 3	\$1,935.00	Semester 3	\$500.00		
Semester 4	\$2,064.00	Semester 4	\$500.00		
	<b>\$8,127.00</b>		<b>\$2,000.00</b>		<b>\$10,127.00</b>

### Intermediate Technical Certificate

BMG. ITC Tuition		BMG. ITC Books		Totals	
Required	\$1,677.00	Semester 1	\$500.00	Tuition	\$3,999.00
Emphasis	\$2,322.00	Semester 2	\$500.00	Books	\$1,000.00
	<b>\$3,999.00</b>		<b>\$1,000.00</b>		<b>\$4,999.00</b>

## Program Course List

- **Bold** courses indicate they can be taken during any semester.
- *Business Labs (MGT 122 and MGT 123)* should be taken during the first two semesters.
- \*MGT 206 and MGT 220 (*Italicized*) should be taken during the same semester.

### Business Management Associate of Applied Science (AAS) 60 Credits / Financial Aid Eligible

#### Fall Semester 1

Course	Course Name	Credits
BOT 180	Financial Business Applications	3
<b>BSN 101</b>	<b>Introduction to Business</b>	3
<b>BSN 215</b>	<b>Introduction to Information Science</b>	3
MGT 122	Business Lab I	1
<b>MKT 103</b>	<b>Sales and Customer Service</b>	3
<b>ENG 101</b>	<b>English Composition</b>	3

#### Spring Semester 2

Course	Course Name	Credits
<b>BSN 250</b>	<b>Principles of Marketing</b>	3
<b>BSN 255</b>	<b>Leadership Dev Skills</b>	3
MGT 123	Business Lab II	1
MGT 207	Financial Management	3
<b>COM 101</b>	<b>Fundamentals of Speech</b>	3
<b>Math</b>	<b>GEM Math Course</b>	3

#### Fall Semester 3

Course	Course Name	Credits
MGT 124	Current Topics in Business	3
MGT 125	Accounting Essentials	3
MGT 126	QuickBooks	3
MGT 216	Human Resource Management	3
MKT 120	Marketing on the Internet	3

#### Spring Semester 4

Course	Course Name	Credits
<b>BSN 261</b>	<b>Legal Environment of Organizations</b>	3
<i>MGT 206</i>	<i>Small Business Management</i>	3
<i>MGT 220</i>	<i>Entrepreneurship and Practicum</i>	4
<b>ECO</b>	<b>Any ECO Prefix</b>	3
	<b>Any Gen Ed Course</b>	3

### Business Management Intermediate Technical Certificate (ITC) 31 Credits / Financial Aid Eligible

#### Required Courses

Courses	Course Name	Credits
BOT 180	Financial Business Applications	3
<b>BSN 101</b>	<b>Introduction to Business</b>	3
<b>BSN 215</b>	<b>Introduction to Information Science</b>	3
<b>COM 101</b>	<b>Fundamentals of Speech</b>	3
<i>Choose One of the Following Two:</i>		
MGT 122	Business Lab I	1
MGT 123	Business Lab II	1

#### Choose 6 Emphasis Courses Below:

Course	Course Name	Credits
<b>BSN 250</b>	<b>Principles of Marketing</b>	3
<b>BSN 255</b>	<b>Leadership Dev Skills</b>	3
<b>BSN 261</b>	<b>Legal Environment of Organizations</b>	3
MGT 124	Current Topics in Business	3
MGT 125	Accounting Essentials	3
MGT 126	QuickBooks	3
MGT 206	Small Business Management	3
MGT 207	Financial Management	3
MGT 216	Human Resource Management	3
<b>MKT 103</b>	<b>Sales and Customer Service</b>	3
MKT 120	Marketing on the Internet	3
<b>ECO</b>	<b>Any ECO Prefix</b>	3

# APPLY TO College of Eastern Idaho **IN 4 STEPS!**

**1.**



## Fill Out the Application

Apply online at [cei.edu](http://cei.edu)

**2.**



## Give Us Your Transcripts

Have your high school or school district office email your Official Transcripts to [admissions@cei.edu](mailto:admissions@cei.edu)

**OR** request your GED from [diplomasender.com](http://diplomasender.com)

**3.**



## Have You Gone to Other Colleges?

Contact each college or university you have attended and request all Official Transcripts be sent to CEI

Email: [admissions@cei.edu](mailto:admissions@cei.edu)

Fax: **208.525.5026, Att. Sandy Bland**

**4.**



## Submit English & Math Placement Scores

ACT/SAT scores within the last five years,  
**OR** a placement test at CEI

**Call the Testing Center: 208.535.5438** *Refer to catalog for acceptable placement options and program-specific requirements.*

**Optional Step**



## Apply for Scholarships & Financial Aid

Apply yearly!

The CEI Scholarship deadline for the 2019-2020 year ends on February 8th, 2019. [ceigiving.org/scholarship](http://ceigiving.org/scholarship)

Federal Student Aid resets each year. You can apply for grants and low-interest loans. [fafsa.ed.gov](http://fafsa.ed.gov)