

THE COLLEGE OF BUSINESS

Office of the Dean
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Vision Statement

The College of Business' vision is to accelerate student success through applied business knowledge and to contribute to a better and brighter future for our students, businesses, community, and world.

Mission Statement

Our mission is to graduate business students who will succeed in business and entrepreneurial endeavors and contribute to making our world a better place. Our student education bridges theory and practice, both online and onsite, by

- partnering with the community
- teaching applied business skills
- providing experiential learning
- maintaining close faculty, student and community engagement.

Our research focuses on

- application of business theory and concepts to help organizations apply business principles
- educational practices to aid teaching methodologies
- contributions derived from community engagement.

AACSB Accreditation

The College of Business is now one of less than 700 universities worldwide that are accredited by the Association to Advance Collegiate Schools of Business (AACSB).

This means that Montana State University Billings offers an undergraduate degree in the same league as institutions such as the University of Colorado, Michigan State University, the University of Montana, and Montana State University. This accomplishment is even more impressive since MSUB is one of fewer than 8% of accredited undergraduate only business schools.

Programs of Study and Online Options

The College of Business offers the Bachelor of Science in Business Administration. Students select from five areas of emphasis: Accounting, Finance, Management, Marketing, or General Business Administration. All five programs are available in the online format.

Newest Program

The College of Business now offers a Banking Certificate in connection with a business degree, or with any bachelor degree. Twenty-one credits in specific courses are required to earn the certificate, including a new course, BFIN 455. The program culminates with a 3-credit paid internship. The program is designed to prepare students for analyst-level positions in banks and credit unions in our region.

Career Preparation

The development of management and administrative personnel for business, government, and other organizations is the primary goal of the business administration degree. Business programs at MSU Billings provide a foundation of study in the arts and sciences combined with professional business training preparing graduates for numerous career paths and leadership roles in business. The program also provides the basic undergraduate education required for admission

to graduate study in professional fields such as management, law, urban planning, health administration, etc.

The core courses develop the students' knowledge of the traditional functional areas of business, the behavioral and social sciences, the management sciences, and the systems approach to problem solving. These courses also help develop students' abilities to make effective operational and administrative decisions.

Additionally, intensive study in a chosen area of concentration provides the student with the in-depth experience necessary for an understanding of the global economic and social systems and their relationships to the individual and the organization. Each area provides the undergraduate student with the background to effectively participate in business, industry, government, education, and other organizations and institutions which require a high degree of management and administrative competence. An advisor will assist students with information about business degrees and degree planning.

Advising Information

All new, transfer, and readmitted students are encouraged to visit the Advising Center on McMullen Hall first floor west to meet with an academic advisor. New students will receive information regarding General Education requirements and advising worksheets related to their major and minor programs. Transfer and readmitted students will work with an advisor to complete a transcript evaluation and select courses for the upcoming semester.

As junior-level students, those who have declared business as their major are assigned a COB faculty advisor, based on their option. The faculty advisor is available to assist with the selection of courses, clarify course and degree requirements, monitor student progress toward degree completion, and provide other general academic assistance, including information about career opportunities.

Students are ultimately responsible for meeting regularly with an advisor and for successfully completing degree requirements.

Student Services Office

Business majors and other students taking business courses utilize the Administrative Office (McD 304, 657-2812) to obtain information and assistance on College of Business courses, programs, registration, and support services.

Coordination of Internships

Internships provide COB students with the opportunity to gain valuable business work experience as it relates to their option. The COB Internship coordinator, together with the Career Specialist, work with students to ensure a quality educational experience.

Specific information about applying for an internship is available at the Career Services web site.

Support Services

Campus-wide academic support services are available at the Academic Support Center in the Student Union Building. These services include a learning lab, English, math and tutoring services. More information is available at their web site www.msubillings.edu/asc (<http://www.msubillings.edu/asc/>).

College of Business Committees

Students are actively involved in the policy making and governance of the College of Business. Many College committees have a combined student and faculty membership, and there are numerous opportunities for student involvement.

Business Advisory Board

The College of Business has a Business Advisory Board that meets periodically to provide counsel and guidance to faculty and administration of the College.

Specific functions of the Board include assisting the College to prepare and update strategic plans, provide professional development activities for faculty, increase the effectiveness of student placement activities, and keep COB programs attuned to the needs of the business community.

Student Advisory Board

The Student Advisory Board works directly with the Department Chair and the Dean on student and college matters. Students are encouraged to take advantage of this opportunity to participate in and contribute to the College.

Assessment Testing

All first-time students and transfer students who have not completed their general education requirements in English or Mathematics must take a placement test. Results of the placement tests along with ACT and/or SAT scores are used to place students into the most appropriate Math and English courses. The placement tests are administered during Student Orientation. For further information, contact the Advising Center (406-657-2240 or 406-247-3020).

All College of Business students are required to pass a comprehensive test in Microsoft Word, Excel, and PowerPoint.

Grade Requirements in Required Business Core, Pre-Admission, and Option Courses

All courses counting toward fulfillment of Required Business Core, Pre-Admission, and Option Requirements must be a grade of "C-" or better.

Transfer Credits Policy

In order to graduate with a degree from the MSUB College of Business, at least half of the required option courses and the BGEN 499 course must be completed from MSU Billings.

Credits from and Agreements with Two Year Institutions

Credits earned in business courses taught at junior colleges may not be used to satisfy upper division requirements, but some might count as electives toward graduation. Check with the College of Business Student Services Office. Formal articulation agreements are in place with the following institutions: City College, Billings; Miles Community College, Miles City; Great Falls College, Great Falls, and Northwest College, Powell, WY.

A

- Accounting Minor (<https://catalog.msubillings.edu/undergraduate/college-business/department-business-administration/minor-accounting/>)

B

- Banking Certificate (<https://catalog.msubillings.edu/undergraduate/college-business/department-business-administration/certificate-banking/>)
- Business Administration Accounting Option Bachelor of Science Degree (<https://catalog.msubillings.edu/undergraduate/college-business/department-business-administration/bs-business-administration-accounting-option/>)
- Business Administration Finance Option Bachelor of Science Degree (<https://catalog.msubillings.edu/undergraduate/college-business/department-business-administration/bs-business-administration-finance-option/>)
- Business Administration General Business Option Bachelor of Science Degree (<https://catalog.msubillings.edu/undergraduate/college-business/department-business-administration/bs-business-administration-general-business-option/>)

- Business Administration Management Option Bachelor of Science Degree (<https://catalog.msubillings.edu/undergraduate/college-business/department-business-administration/bs-business-administration-management-option/>)
- Business Administration Marketing Option Bachelor of Science Degree (<https://catalog.msubillings.edu/undergraduate/college-business/department-business-administration/bs-business-administration-marketing-option/>)
- Business Administration Minor (<https://catalog.msubillings.edu/undergraduate/college-business/department-business-administration/minor-business-administration/>)

F

- Finance Minor (<https://catalog.msubillings.edu/undergraduate/college-business/department-business-administration/minor-finance/>)

I

- Information Systems Minor (<https://catalog.msubillings.edu/undergraduate/college-business/department-business-administration/minor-information-systems/>)

M

- Marketing Minor (<https://catalog.msubillings.edu/undergraduate/college-business/department-business-administration/minor-marketing/>)

Grade Requirements in Required Business Core, Pre-Admission, and Option Courses

All courses counting toward the fulfillment of pre-admission, required business core, and option requirements must have a grade of "C-" or better.

General Requirements for Baccalaureate Degree Programs in Business Administration

Course requirements and proper sequencing are outlined for each degree option as typical plans of study. Students must consult with their advisors when selecting semester class schedules.

Code	Title	Credits
General Education Requirements (https://catalog.msubillings.edu/undergraduate/general-education-requirements/) ¹		31
Students should consult with an academic advisor before registering for General Education courses in order to maximize the number of elective credits allowed in the degree.		
Required Business Core		
WRIT 101	College Writing I [^]	3
M 143	Finite Mathematics [^]	4
WRIT 220	Business & Prof Writing	3
STAT 216	Introduction to Statistics [^]	4
ECNS 201	Principles of Microeconomics [^]	3
ECNS 202	Principles of Macroeconomics [^]	3
ACTG 201	Principles of Fin Acct [^]	3
ACTG 202	Principles of Managerial Acct [^]	3
BFIN 322	Business Finance	3
BGEN 235	Business Law	3
BGEN 240	Intro Business Data Analysis	3
BGEN 315	Applied Business Decisions	3

BMGT 322	Operations Management	3
BMGT 335	Management & Organization	3
BMIS 311	Management Information Systems	3
BMKT 325	Principles of Marketing	3
BGEN 499	Capstone	3
Subtotal		53
Option Requirements (see listing by area)		30-33
Unrestricted Electives		6-15
Total minimum credits		120

¹ The following required courses may also satisfy General Education requirements: WRIT 101, ECNS 201, ECNS 202, M 143, STAT 216.

^A Pre-admission courses that students must complete before being admitted to all 300- and 400-level courses with the exception of some upper-division accounting courses.

Accounting Option

The following accounting courses are exempt from the pre-admission requirements and may be taken in the second year of study, provided students have completed the necessary accounting prerequisites:

Code	Title	Credits
ACTG 320	Accounting Data Analytics	3
ACTG 327	Inter Fin Acct & Reporting I	3
ACTG 328	Inter Fin Acct & Reporting II	3
ACTG 410	Cost/Mgmt Acct I	3
ACTG 415	Gvnt & Not-for-Profit Acct I	3