

# THE COLLEGE OF BUSINESS

Dr. Susan Gilbertz, Dean  
COE 220, (406) 657-2326  
collegeofbusiness@msubillings.edu

## Vision Statement

MSU Billings College of Business provides a robust business education to individuals who will join corporations, small businesses, and industries to innovate and improve the sustainability and growth of business and the economy.

## Mission Statement

MSU Billings College of Business' mission is to educate students with a current, relevant, and innovative curriculum.

MSU Billings College of Business identifies its core values as:

- **Impact:** The faculty is committed to developing curriculum where students are engaged with social impact.
- **Innovation:** The faculty is committed to innovative and creative solutions to best serve our students.
- **Diversity:** The COB includes a community of internationally experienced faculty and students from a variety of nationalities, ethnicities, and stages of life. The COB expects students, faculty, and staff to treat each other with respect.
- **Applied Learning:** The COB is committed to providing students with experience-based learning opportunities with local and regional for-profit and not-for-profit organizations, including internships, business plans, and market research.
- **Engagement:** The COB is dedicated to maintaining a high level of faculty-student interaction and faculty engagement. The COB is committed to facilitating students' entry into the job market or graduate school.

## AACSB Accreditation

The College of Business is accredited by the Association to Advance Collegiate Schools of Business (AACSB). Fewer than 6% of business schools worldwide hold this designation. 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.

## 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.

## Career Preparation

Business programs at MSU Billings prepare graduates for numerous career paths and leadership roles in business. The programs also provide the basic undergraduate education required for admission to graduate study in professional fields such as a Master of Business Administration, law, urban planning, health administration, etc.

The core business courses develop 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 emphasis provides students with in-depth knowledge, understanding, and experience in specialized business functions, thus enabling graduates to immediately engage as productive members of local,

regional, and global economic and social systems. Each area of emphasis provides students with the background to effectively participate in business, industry, government, education, and other organizations and institutions wherein a high degree of management and administrative competence is valued. An advisor will assist students with information about business degrees, degree planning, and experiential learning opportunities such as internships and globally connected courses.

## Advising Information

All new, transfer, and readmitted students are encouraged to first visit the University Advising Center where they will receive information regarding General Education requirements, the core business classes, and advising worksheets related to their majors and minor programs. Transfer and readmitted students will work with an advisor to complete a transcript evaluation and select courses for the upcoming semester.

Students who declare business as their major are also 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

To obtain information and assistance on College of Business courses, programs, registration, and support services, business majors and other students taking business courses utilize the Administrative Office in room 209 of the COE Building (406-657-2812).

## Coordination of Internships

Internships provide COB students with the opportunity to gain valuable business work experience as it relates to their area of emphasis. The COB Internship Coordinator works with students to ensure a quality educational experience. Specific information about applying for an internship is also 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) (<http://www.msubillings.edu/asc/>).

## Business Advisory Council

The College of Business has a Business Advisory Council 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. For further information, contact the Advising Center (406-657-2240 or 406-247-3020).

## 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

In general, credits earned in business courses taught at junior colleges may not be used to satisfy upper division requirements. However, students can use most, if not all, of their credits towards the four-year degree, especially if they are transferring institutions with formal 2+2 articulation agreements with the College of Business. Formal articulation agreements are in place with the following institutions: City College, Billings; Miles Community College, Miles City; Great Falls College, Great Falls; Northwest College, Powell, WY; Casper Community College, Casper, WY; Little Big Horn College; Chief Dull Knife College; Fort Peck Community College. Additional agreements are in progress.

### 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
<b>General Education Requirements (<a href="https://catalog.msubillings.edu/undergraduate/general-education-requirements/">https://catalog.msubillings.edu/undergraduate/general-education-requirements/</a>)<sup>1</sup></b>		<b>31</b>
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.		
<b>Required Business Core</b>		
WRIT 101	College Writing I <sup>^</sup>	3
M 143	Finite Mathematics <sup>^</sup>	4
WRIT 220	Business & Prof Writing <sup>^</sup>	3
STAT 216	Introduction to Statistics <sup>^</sup>	4
ECNS 201	Principles of Microeconomics <sup>^</sup>	3
ECNS 202	Principles of Macroeconomics <sup>^</sup>	3
ACTG 201	Principles of Fin Acct <sup>^</sup>	3
ACTG 202	Principles of Managerial Acct <sup>^</sup>	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
<b>Option Requirements (see listing by area)</b>		<b>30-33</b>
<b>Unrestricted Electives</b>		<b>6-15</b>
<b>Total minimum credits</b>		<b>120</b>

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

<sup>^</sup> 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:

<b>Code</b>	<b>Title</b>	<b>Credits</b>
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