

College of Business Administration

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Jay A. Leitch, Dean

The mission of the College of Business Administration is to provide students with a broad base of knowledge plus courses necessary for careers in a variety of public and private organizations.

Undergraduate majors offered are accounting, accountancy, business administration, economics, and management information systems. Academic minors in support of other programs across campus are accounting, business administration, and corporate agribusiness.

Admission Requirements

Students who wish to major in accounting, accountancy, business administration, or management information systems at NDSU enroll as a pre-professional student in the College of Business Administration for their freshman or sophomore years. Pre-professional students apply for admission at least one semester prior to enrolling in the professional program. Transfer students with sufficient credits and appropriate course work may also apply. Admission to the professional program is based upon successful completion of all pre-professional requirements, junior standing, and a minimum 2.50 cumulative grade-point average. Students must be admitted into a professional program prior to enrolling in the advanced 300- 400-level accounting and/or business administration courses.

Students may take validating examinations to receive transfer credits for business administration and accounting courses that were completed at other colleges or universities. Credits established by validating examinations will not count toward the NDSU 36-credit residency requirement.

Transfer credits with grades of D in Elements of Accounting courses and 300- and 400-level business and accounting courses are not accepted for program requirements.

Degree Programs

The College of Business Administration offers undergraduate programs leading to the Bachelor of Arts, Bachelor of Science, and Bachelor of Accountancy degrees. A Master of Business Administration is also offered and is described in the Graduate Bulletin.

Degree Requirements

All majors are required to complete all course requirements of one of the curricula in the college. Requirements for graduation are those in existence at admission to the professional program. In addition, all majors must maintain a 2.50 cumulative grade-point average.



Of the credits completed in residence at least 30 credits must be in 300- and 400-level accounting and business administration courses while enrolled in the professional program.

All majors are required to complete all course requirements of one of the curricula in the college. Requirements for graduation are those in existence at admission to the professional program. Requirements for a Bachelor of Arts degree include two years of one foreign language, which may also satisfy the humanities category of the General Education Requirements. In addition, all majors must maintain a 2.50 cumulative grade-point average.

Practicum Requirement

Students in the College of Business Administration are required to complete a three-credit practicum experience while enrolled in the professional program. This requirement is to prepare students for the challenges of the business world through practical experience in their primary area of study. Students must consult with their academic adviser and obtain approval prior to enrolling in the practicum. The following choices are available to meet the practicum requirement:

Acct 413, Accounting Internship
Acct 430, Tax Practice and Research
Busn 413, Business Internship
Busn 496, Business Consulting
Busn 499, Special Topic: Thesis
IME 452, Program and Project Management
Univ 397, Cooperative Education
Univ 492, Study Abroad

Accounting Major

Accounting is a profession that deals with providing financial information used in making business decisions. Financial accountants prepare financial statements used in making investing and lending decisions. Auditors examine financial statements and attest to their status. Management accountants identify and communicate internal financial information used by managers to operate a business. Accountants also provide tax advisory services to employer firms, clients, and governmental agencies. With their specialized knowledge concerning the internal operation of a business, many accountants provide management advisory services. Also, because of the specialized knowledge, many accountants advance into management positions.

Students majoring in accounting are required to learn how to use computers in business and must take courses in many other aspects of business to understand how an accountant's work relates to marketing, management, finance, and production.

This is a four-year program, which leads to a Bachelor of Science degree with a major in accounting. Completion of this program qualifies students to take the examinations required to become a Certified Management Accountant (CMA) and Certified Internal Auditor (CIA).

Accountancy Major

Accountancy involves a range of skills which includes collecting, measuring, interpreting, analyzing, and communicating financial activity. A major in accountancy focuses on the development of such skills along with an understanding of the legal, social, and ethical responsibilities involved in the profession.

This five-year program leading to a Bachelor of Accountancy degree is specifically designed to prepare students for the profession of public accounting. This program fulfills a law in North Dakota and other states, which requires candidates for the Certified Public Accountant (CPA) examination to have completed a 150-hour program of study in accounting.

Students interested in majoring in accountancy must enroll as a pre-professional student in pre-accounting.

Recommended Curriculum Pre-Accounting Major*

First Year	Credits	
	F	S
Comm 110, Fund of Public Speaking	3	
CSci 146, Busn Use of Computers	3	
Econ 201, 202, Prin of Micro, Macro	3	3
Engl 110, 120, College Composition I, II	3	3
Math 146, Applied Calculus I	4	
Univ 189, Skills for Academic Success	1	
Humanities and Fine Arts Elective	3	
Science and Tech, Lab Elective	4	1
Totals	18	16

Second Year

Acct 200, 201, Elem of Accounting I, II	3	3
PolS 115, American Government	3	
Psyc 111, Intro to Psychology	3	
Rel 260, Intro to Ethics	3	
Soc 110, Intro to Sociology	3	
Stat 330, Intro Statistics	3	
Stat 331, Regression Analysis	2	
Cultural Diversity Elective	3	
Humanities and Fine Arts	3	
Wellness	2	
Elective	3	
Totals	17	17

Accounting Major*

Third Year

Acct 311, 312, Intermediate Acct I, II	4	4
Acct 320, Cost Management Systems	3	
Acct 321, Govt/Not-for-Profit Acct	3	
Busn 350, Prin Management	3	
Busn 360, Prin Marketing	3	
Busn 370, Mgt Info Systems	3	
Busn 430, Legal/Social Envir of Busn	3	
Econ 324, Money and Banking	3	
Engl 320, Practical Writing OR Engl 358, Intermediate Composition	3	3
Totals	16	16

Accounting Practicum¹ 3 Credits

Fourth Year

Acct 318, Taxation in Mgt Decisions	3	
Acct 420, Acct Info Systems	3	
Acct 421, Auditing I	3	
Acct 440, Mgt Control Systems	3	
Busn 340, Prin Finance	3	
Busn 489, Strategic Mgt	4	
300-400 Accounting Elective ²	3	
300-400 Business Electives	3	
Free Elective	2	
Totals	15	15

Four-Year Curriculum Total 130

Accountancy Major*

Third Year	Credits	
	F	S
Acct 311, 312, Intermediate Acct I, II	4	4
Acct 320, Cost Management Systems	3	
Acct 321, Gov/Not-for-Profit Acct	3	
Busn 340, Principles of Finance	3	
Busn 350, Principles of Management	3	
Busn 360, Principles of Marketing	3	
Busn 430, Legal/Social Envir of Busn	3	
Comm 214, 216, 271, 308, or 315	3	
Psyc 322, Thinking & Making Decisions	3	
Totals	16	16

Fourth Year

Acct 418, 419, Tax Accounting I, II	3	3
Acct 420 Acct Info Systems	3	
Acct 421, 422, Auditing I, II	3	
Busn 352, Production/Operations Mgt	3	
Busn 370, Mgt Info Systems	3	
Busn 431, Business Law I	3	
Econ 324, Money and Banking	3	
Engl 320, Practical Writing OR Engl 358, Intermediate Composition	3	3
300-400 Business Elective ³	3	
Free Elective	1	
Totals	18	16

Fifth Year

Acct 415, Advanced Accounting	3	
Busn 489, Strategic Management	4	
Engl 320, 322, 323, 358, or 458	3	
300-400 Level Acct Elective ²	3	
300-400 Level Busn Elective ³	3	
Total	16	

Accounting Practicum¹ 3 Credits

Five-Year Curriculum Total 150

*Degree requirements are subject to change.

¹Students must complete a practicum experience and should consult their academic advisers for further details.

²Select from the following: 410 Forensic Accounting, 411 Advanced Managerial Accounting, 413 Accounting Internship, 425 Accounting Theory, 430 Tax Practice and Research.

Accounting Minor

Students earning majors in other fields may select a minor in accounting. A minor includes Elements of Accounting (Acct. 200 and 201), Intermediate Accounting (Acct. 311 and 312), plus nine credits in approved accounting courses. In addition, students must earn a 2.25 cumulative grade-point average in the accounting courses to be awarded a minor.

Completion of a minor in accounting provides students with additional depth in accounting that many employers prefer.

Business Administration Major

The Bachelor of Science degree with a major in business administration provides students with a broad base of knowledge in the various functional areas of business (such as accounting, finance, management, and marketing). The program is structured to allow students to pursue one or more of the functional areas in greater depth. A thorough background in mathematics, statistics, computer science, and economics

provides the student with the theory and analytical tools required for leadership in the modern business world.

The general education component of the degree has been designed to develop basic skills, such as oral and written communication, as well as an understanding of people, culture, and natural phenomena.

To meet the changing needs in today's global environment, the business administration program emphasizes international coverage. International courses in finance, marketing, and management enable students to develop skills in understanding the global dimensions of decision making.

The business administration major is flexible so that students may tailor their program to their particular interests such as finance, human resource management, or marketing. Students who wish to pursue international careers should consider a second major in International Studies or develop conversational skills in one or more foreign languages.

Students completing the major in business administration find positions in banks, insurance companies, retail business, manufacturing, government service, and some manage their own business.

Recommended Curriculum Pre-Business Administration* Major

First Year	Credits	
	F	S
CSci 146, Busn Use of Computers	3	
Econ 201, 202, Prin of Micro, Macro	3	3
Engl 110, 120, College Composition I, II	3	3
Math 146, Applied Calculus I	4	
Soc 110, Intro to Sociology	3	
Univ 189, Skills for Academic Success	1	
Humanities and Fine Arts Elective	3	
Wellness	2	
Totals	16	15

Second Year

Acct 200, 201, Elem Accounting I, II	3	3
Comm 110, Fund of Pub Speaking	3	
Psyc 111, Intro to Psychology	3	
Rel 260, Intro to Ethics	3	
Stat 330, Intro to Statistics	3	
Stat 331, Regression Analysis	2	
Cultural Diversity Elective	3	
Science and Technology Elective	5	
Free Elective	3	
Totals	15	16

Business Administration Major*

Third Year

Busn 340, Principles of Finance	3	
Busn 350, Principles of Management	3	
Busn 351, Organization Behavior	3	
Busn 360, Principles of Marketing	3	
Busn 370, Mgt Info Systems	3	
Econ 324, Money and Banking	3	
Engl 320, Practical Writing OR Engl 358, Intermediate Composition	3	3
300-400 Level Business Electives ¹	3	
300-400 Level Busn w/Intn'l Emphasis	3	
Free Electives	3	3
Totals	15	18

Bus Admin Practicum²	3 Credits
	Credits
	F S
Fourth Year	
Busn 352, Prod/Oper Mgt	3
Busn 430, Business Ethics/Legal Envir	3
Busn 451, Managerial Economics	4
Busn 489, Strategic Mgt	4
300-400 Level Business Electives ¹	12
Totals	16
Curriculum Total	130

*Degree requirements are subject to change.

¹At least 15 credits must be in business administration; no more than 9 credits in accounting.

²Students must complete a practicum experience and should consult their academic adviser for further details.

Business Administration Minor

Majors outside the College of Business Administration often select a minor in business administration. A minor includes Acct 102 or Acct 200 and 201; Econ 201 or 202; two of the following: Busn 340, 350, 360; 12 credits of 300- or 400-level business administration courses, excluding accounting and management information courses beyond Busn 370. The 300-400-level business administration courses must be completed at NDSU in the College of Business Administration. In addition, students must earn a 2.25 cumulative grade-point average based upon the courses used in the minor. Approval by the College of Business Administration is required.

The completion of a minor in business administration helps to enhance the range of employment opportunities for many majors.

Corporate Agribusiness Minor

The 21-credit corporate agribusiness minor is an alternate track to the agribusiness minor in the College of Agriculture. The minor supplements a student's technical training in agricultural sciences with an understanding of fundamental business concepts and applies business strategies to corporate agribusiness decision making. The corporate agribusiness minor is restricted to students with a major in the College of Agriculture, excluding agricultural economics majors.

This minor includes Acct 102, AgEc 201, Busn 340, 350, and 360 plus 3 credits at the 300-400 level in AgEc and 3 credits at the 300-400 level in Busn.

Economics

Economics is the social science that deals with problems of scarcity. It does so through a systematic and logical framework for analyzing how a society solves such problems as what goods and services to produce, how to organize their production, and for whom goods and

services are to be produced. Knowledge of economics is necessary for understanding and dealing intelligently with such current topics as inflation, unemployment, international trade and monetary systems, economic growth, government finance, and various forms of market regulation. Besides being important for understanding contemporary social issues, economics is useful in developing career skills for business, law, teaching, public administration, and research. Both verbal and mathematical training are involved in learning the discipline of economics.

Degree Programs

Undergraduate students majoring in economics may choose either the Bachelor of Arts degree or the Bachelor of Science degree. During the freshman year, both programs require basic college courses such as English, mathematics, and science. The introduction to economics includes (a) macroeconomics, which is the study of such topics as the general level of prices, employment, and output; (b) microeconomics, which is the study of relative prices and the consequences of different market forms; and (c) international trade and international monetary systems.

Both programs allow for selecting electives and developing areas of specialization in economics. Areas of specialization may emphasize such fields as money and banking, international economics, labor, industrial organization, or public finance.

Requirements for the Bachelor of Arts degree include two years of one foreign language. For the Bachelor of Science degree, students are required to select a minor area of study from another discipline.

Career Choices

People with economics majors are employed in virtually every area of the economy. In banks and financial institutions they forecast market activity, exchange rates, and interest rate movements. In industrial firms they forecast sales, evaluate changes in cost conditions, analyze changes in international economic conditions, and provide data needed for critical decisions.

Governments are among the largest employers of economists because they rely on the skills of these professionals to evaluate proposed projects and review tax policies. Virtually no other academic major offers the diversity in employment opportunities and flexibility among careers as does the study of economics.

A background in economics provides students with a set of versatile skills that will not become outdated with introduction of new technology.

Economics Major

The economics major requirements include a minimum of 27 credit hours in economics. All majors must take the following:
Econ 110, Principles of Microeconomics
Econ 111, Principles of Macroeconomics

Econ 341, Intermediate Microeconomics
Econ 343, Intermediate Macroeconomics
Plus 15 credit hours of electives in economics.
One approved elective (300 or 400 level) may be in agricultural economics.

Economics Minor

The minor in economics complements many other majors by helping the student develop an analytical approach to understanding human events from the perspective of this discipline. Examples of topics included are general levels of prices, employment and output, relative prices, and the consequences of various market forms.

The minor in economics consists of Principles of Economics (Econ 201 and 202), Intermediate Economic Theory (Econ 341 and 343), plus two elective economics courses (one elective course must be at the 400 level).

Recommended Curriculum Economics

	Credits	
	F	S
First Year		
Comm 110, Fund of Public Speaking	3	
Engl 110, 120, College Composition I, II	3	3
Math 146, Applied Calculus I		4
Univ 189, Skills for Academic Success	1	
Science and Technology Electives ¹	3	4-5
Soc/Behavioral Sci Electives	3	3
Free Electives	3	3
Totals	16	14-15

Second Year		
Econ 201, 202, Prin of Micro, Macro	3	3
Stat 330, Intro Statistics	3	
Stat 331, Regression Analysis		2
Behavioral/Soc Sci Elective	3	
Humanities and Fine Arts Electives ²	3	3
Modern Lang or Minor Electives ³	3	3
Wellness		2
Free Elective	3	3
Totals	15	16

Third Year		
Econ 341, 343, Intermed Micro, Macro	3	3
Economics Elective		3
English Elective	3	
Humanities and Fine Arts Electives ²	3	3
Modern Lang or Minor Electives ³	3	3
Free Electives	3	3-4
Totals	15	15-16

Fourth Year		
Economics Electives	6	6
Minor Electives ³	3	3
Free Electives	6	6
Totals	15	15

Curriculum Total 122

Curriculum Notes:

¹Students with a lack of familiarity with personal computer software applications must take CSci 146, Business Use of Computers or CSci 147, Micro-computer Packages. At least 4 credits must be natural or physical science and include a lab.

²At least 6 credits must be in humanities, but no more than 3 credits may be in fine arts performance, in courses that are approved for the university General Education Requirements.

³Students may choose between two degree programs in economics: the Bachelor of Arts degree in economics that requires 14 credits of modern/foreign language (through the intermediate level) or the Bachelor of Science in economics, which requires a minor in another discipline.

Management Information Systems

Management information systems concerns the collection, organization, analysis, and dissemination of information for the planning and control of business/organizational operations. The management information systems (MIS) program is designed for students who wish to prepare for professional careers in information processing or information systems in business and government. The program is designed to develop technical skills and administrative insights required for the design, development, implementation, maintenance, and management of organizational information systems.

The MSI program at NDSU is a collaborative effort by the faculty of two disciplines: business administration and computer science. The objective is to provide students with both theoretical knowledge and hands-on experience. In addition to the required courses in business administration and computer science, majors must complete a practicum in the management systems area.

The Bachelor of Science (B.S.) degree provides sufficient background and skills to support a successful career in technical computing (for example, programmer, systems analyst, or systems designer), systems or network administration, database administration, information technology management, sales, or technical sales support.

Recommended Curriculum Pre-Management Information Systems Major*

	Credits
First Year	F S
Comm 110, Fund of Public Speaking	3
CSci 146, Busn Use of Computers3
Econ 201, 202, Prin of Micro, Macro	3
Engl 110, 120, College Composition I, II	3
Math 146, Applied Calculus I	4
Psyc 111, Intro to Psychology3
Univ 189, Skills for Academic Success1
Humanities and Fine Arts Elective3
Cultural Diversity Elective3
Totals	16 16
Second Year	
Acct 200, 201, Elem of Accounting I, II3 3
CSci 227, 228, Comp Fund I, II3 3
Rel 260, Intro to Ethics	3
Soc 110, Intro to Sociology3
Stat 330, Intro to Statistics3
Stat 331, Regression Analysis	2
Humanities and Fine Arts Elective	3
Science and Technology Elective5
Wellness2
Totals	17 16

Management Information Systems Major*

	Credits
Third Year	F S
Busn 340, Prin of Finance	3
Busn 350, Prin of Management3
Busn 352, Prod Oper Mgt	3
Busn 360, Prin of Marketing3
Busn 370, Mgt Info Systems3
Busn 376, Data & Telecom Admin	3
CSci 125, Beginning COBOL3
CSci 315, Sys Analy & Design3
CSci 316, Sys Testing & Main	3
Engl 320, Practical Writing OR Engl 358, Intermediate Composition3
Totals	15 15

Management Information Systems Practicum¹

Credits

Fourth Year	
Busn 430, Legal/Social Envir of Busn3
Busn 470, Info Systems	3
Busn 489, Strategic Mgt4
CSci 345, Telecommunications3
CSci 372, Comparative Languages	3
CSci 489, Soc Impl of Comp	3
Computer Science Elective3
300-400 Level Busn Electives ²	3
Free Elective4
Totals	16 16

Curriculum Total130

*Degree requirements are subject to change.

¹Students must complete a practicum experience and should consult their academic advisers for further details.

²Consult adviser for relevant electives.

Graduate Program

The Master of Business Administration (MBA) is available. More information about this program is in the Graduate Bulletin.