

Department of Business, Accounting, and Economics

The Department of Business, Accounting, and Economics offers Bachelor of Arts degrees in Accounting, Public Administration, or Business Administration. Students selecting majors in Business Administration must choose a concentration in Economics, Finance, International Business or Management. Minors are available in Accounting, Economics, Business or Public Administration and an Associate of Arts Degree is offered in Business Administration. Students may combine majors, minors and emphases.

Consistent with Carroll Colleges, dual goals of vocation and enlightenment, the Department of Business, Accounting, and Economics also serves a dual mission. Students are provided a common body of knowledge necessary for entry into a business-related career. At the same time, the curriculum ensures that students receive a well-rounded liberal arts education. Value oriented discussions, including ethical dilemmas encountered in global business, are included in the curriculum.

The Public Administration major, which is a joint effort between the Business, Accounting and Economics Department and the Political Science Department, provides relevant courses in business and political science to prepare students for administrative careers in local, state and federal governments. In addition, students are prepared to pursue graduate work in public administration.

The Business Administration major prepares students for careers in marketing, finance, management or economics. Students completing the Accounting major are prepared for professional certification exams. They are also provided with skills necessary to perform in an accounting related career. Through the liberal arts education, students develop valuable communication and reasoning skills. Both the Business Administration major and the Accounting major are designed and evaluated to ensure students are prepared for entry directly into the workforce or for acceptance into graduate school.

Goals for Majors in the Department of Business Administration, Accounting and Economics

A successful graduate of the department will be able to:

- Use data and statistics in order to understand and analyze relevant problems
- Understand and analyze financial statements of economic entities
- Read and understand publications covering topics discussed in the various majors in the department
- Organize and present ideas and information orally in small group settings
- Design and carry out independent and collaborative projects
- Use contemporary information technology effectively including the library, the internet and computer software
- Write essays and short papers in a clear and concise fashion with emphasis on content, style and analytical ability
- Understand and explain important issues encountered in economic entities with particular emphasis on ethical and global implications.

Majors For The Bachelor of Arts Degree

Accounting
Business Administration
with areas of concentration in:
Economics
Finance
International Business
Management
Marketing
Public Administration

Minors For The Bachelor of Arts Degree

Accounting
Business Administration
Economics
Public Administration

Curriculum For The Associate of Arts Degree

Business Administration

Major In Accounting

I. Major Program Requirements

Forty-five (45) semester credits of accounting, business, and economics courses:

BA 203-204 Principles of Accounting
BA 301-302 Business Law
BA 303-304 Intermediate Accounting
BA 310 Governmental and Not-for-Profit Accounting
BA 311 Individual Federal Taxation
BA 313 Managerial Finance
BA 315 Cost Accounting
BA 405 Auditing
BA 406 Auditing II
BA 407 Advanced Accounting
EC 201-202 Principles of Economics

II. Other Program Requirements

CS 213 Computer Applications in Business
or BA 365 Advanced Spreadsheet Applications
MA 117 Difference Equations & Linear Algebra
or MA 131 Calculus of Single Variable Functions
or MA 121-122 Differential and Integral Calculus
MA 207 Elementary Statistics

Note for Students Interested in Certification in Public Accountancy: Beginning in 1997, candidates for certification in Montana must have earned at least one hundred and fifty (150) semester hours of credit, including those earned toward the baccalaureate degree. The twenty-eight (28) additional hours may be taken at Carroll College or at a graduate degree-granting institution.

The one hundred and fifty (150) semester hour requirement includes a requirement of twenty-four (24) upper division accounting hours and twenty-four (24) business related hours. Business related courses also include computer applications and communications. Students should meet with their advisors to select appropriate courses to satisfy the 150 hour or graduate school admission requirements.

If the student wishes to take the additional course work at Carroll, the following courses are highly recommended:

BA 312 Corporate Income Taxation
BA 360 Accounting and Finance Information Systems
BA 365 Advanced Spreadsheet Applications

BA 417 CPA/CMA Review
EC 406 International Economics

Note: All degree students should review requirements for graduation as described in this catalog.

Major in Business Administration with an Area of Concentration

I. Major Program Requirements

(For Each Area of Concentration Below)

Thirty-six (36) semester credits of accounting, business, and economics courses, including:

BA 203-204 Principles of Accounting
BA 301-302 Business Law
BA 306 Marketing
BA 313 Managerial Finance
BA 375 Fundamentals of Management
BA 392 International Business
BA 410 Business Policy
EC 201-202 Principles of Economics
EC 309 Financial Markets and Institutions

Plus one of the following areas of concentration (9 Credits):

A. Economics

EC 315 Managerial Economics
EC 316 Intermediate Macroeconomics
And one of the following courses:
BA 409 Operations Research
EC 302 Labor Relations and Public Policy
EC 304 Public Finance
EC 406 International Economics

B. Finance

BA 314 Advanced Financial Analysis and Planning
And two (2) of the following courses:
BA 303 Intermediate Accounting
BA 307 Investment Strategies
BA 315 Cost Accounting
BA 365 Advanced Spreadsheet Applications*
BA 409 Operations Research
BA 411 Investment Management

C. Management

Three (3) of the following courses:
BA 377 Small Business Management
BA 380 E-Commerce
BA 408 Human Resource Management
BA 409 Operations Research
BA 413 Organizational Behavior
CO 320 Organizational Communications
EC 302 Labor Relations and Public Policy

D. International Business

Required:
BA 401 International Marketing
EC 406 International Economics
One of the following courses:
CO 325 Intercultural Communication
Study Abroad Experience (3 credits)
Foreign Language (3 credits)

E. Marketing

BA 320 Marketing Research

And two of the following:

BA 322 Consumer Behavior
BA 324 Marketing Communication and Promotion
BA 326 New Product Development
BA 401 International Marketing

II. Other Program Requirements

CS 213 Computer Applications in Business
or BA 365 Advanced Spreadsheet Applications*
MA 117 Difference Equations & Linear Equations
or MA 131 Calculus of Single Variable Functions
or MA 121-122 Differential and Integral Calculus
MA 207 Elementary Statistics

*Note: BA365 fulfills either a course requirement in the finance concentration or the computer requirement. It cannot be counted as both a finance course and the computer course.

Concentration courses may be double counted to fulfill CORE requirements or requirements for other academic majors and still count as a concentration course. However, each concentration requires the completion of 3 courses and a concentration course may be applied to only one area of concentration. It cannot be double counted to fulfill concentration requirements in more than one area of concentration.

Major In Public Administration

Public administration is a program that combines relevant courses in business and political science designed to provide students with the undergraduate training necessary to pursue administrative careers in local, state, and federal governments.

I. Major Program Requirements

Thirty-nine (39) semester credits, including:

BA 203-204 Principles of Accounting I and II
BA 310 Governmental and Not-for-Profit Accounting
EC 201-202 Principles of Economics I and II
PAD 205 Introduction to Public Administration
PO 104 American National Government
PO 250 Contemporary Issues in American Politics
PO 306 Data Analysis for Public Policy
PO 314 Public Administration and Policy

And three (3) courses from the following:

BA 408 Human Resource Management
BA 409 Operations Research
PAD 412 Administrative Internship
PO 230 Montana State Politics
PO 319 Urban Politics

II. Other Program Requirements

CS 213 Computer Applications in Business
or BA 365 Advanced Spreadsheet Applications

Note: All degree students should review requirements for graduation as described in this catalog.

Minor in Accounting

Minor Program Requirements

Twenty-one (21) semester credits of accounting, including:

BA 203 Principles of Accounting I
BA 204 Principles of Accounting II
BA 303 Intermediate Accounting
BA 315 Cost Accounting

- BA 313 Managerial Finance (optional)
- BA 360 Accounting and Finance Information Systems (optional)

Minor in Business Administration

Minor Program Requirements

Twenty-one (21) semester credits of business and economics courses, including:

- BA 203-204 Principles of Accounting
- BA 306 Marketing
- BA 313 Managerial Finance
- BA 375 Fundamentals of Management
- EC 201-202 Principles of Economics

Minor in Economics

Minor Program Requirements

Twenty-one (21) semester credits of economics courses, including:

- EC 201-202 Principles of Economics

And five (5) upper-division economics courses, including:

- BA 409 Operations Research

Minor in Public Administration

Minor Program Requirements

Twenty-one (21) semester credits, including:

- BA 310 Governmental and Not-for-Profit Accounting
- EC 201-202 Principles of Economics I and II
- PAD 205 Introduction to Public Administration
- PO 104 American National Government
- PO 250 Contemporary Issues in American Politics
- PO 306 Data Analysis for Public Policy

Curriculum in Business Administration for the Associate of Arts Degree

Program Requirements

- BA 203-204 Principles of Accounting
- BA 306 Marketing
- BA 375 Principles of Management
- EC 201-202 Principles of Economics
- And one of the following:
- BA 301 Business Law
- BA 313 Managerial Finance
- BA 408 Human Resource Management

Note: All degree students should review requirements for graduation as described in this catalog.

Department of Communication Studies

Philosophy and Goals of the Department

The mission of the Communication Department mirrors the mission of the college: by seeking the “full realization of the dual goals of vocation and enlightenment.”

The communication department has developed both educational/vocational goals and holistic goals for the enlightenment of our students.

The educational/vocational goals of the Communication Department:

- 1) to teach students to communicate effectively
- 2) to prepare students for a career in a business or another communication-related field
- 3) to prepare students for possible graduate study in communication or a related field
- 4) to prepare students for a possible career in public relations
- 5) to prepare students for a possible career in journalism
- 6) to prepare students for a possible career as a secondary education teacher of communication, speech or forensics
- 7) to train students to succeed in intercollegiate forensics competition

The holistic goals of the Communication Department:

- 1) to advise students comprehensively, including the development of a four-year plan leading to a major or minor and the development of a general career lifeplan
- 2) to illuminate students on the need to use communication constructively and unselfishly, to serve others and to promote peace on all levels - interpersonal, societal and global
- 3) to illuminate students on the moral foundations of communication, which include the need to treat every person with reverence
- 4) to illuminate students on the need for intercultural understanding in order to treat people of all backgrounds with tolerance and respect and
- 5) to teach practical communication skills - such as conflict management skills and relationship-building skills - which can enhance the personal life of students for a lifetime

Majors for the Bachelor of Arts Degree

- Communication Studies
- Communication Studies for Secondary Education
- Public Relations with areas of concentration in:
 - Business
 - Journalism

Minors for the Bachelor of Arts Degree

- Communication Studies
- Communication Studies for Secondary Education
- Public Relations

Curriculum for the Associate of Arts Degree

- Communication Studies

Major in Communication Studies

I. Major Program Requirements

Thirty-six (36) semester credits of communication courses, including:

- CO 101 Basic Communication
- CO 108 Desktop Publishing
- CO 206 Small Group Communication
- CO 225 Professional Communication
- CO 280 Gender Communication
- CO 308 Communication Ethics