

PSY 425	Psychology Internship
PSY 486	Readings, Research or Teaching
PSY 499	Honors Thesis

II. Other Program Requirements

BI 102	Human Biology
MA 207	Elementary Statistics

Comprehensive Field Test in Psychology: Students are required to take the Comprehensive Field Test in Psychology during the Fall Semester of their Senior Year at a time and place designated by the department. Some graduate schools will require the GRE test in addition to this field test.

Minor in Psychology

Minor Program Requirements

Twenty-one semester credits of psychology courses chosen with the advice of faculty in the Psychology Department.

Minor in Psychology for Secondary Education

I. Minor Program Requirements

Eighteen semester credits of psychology courses, including:

PSY 105	General Psychology
PSY 216	Social Psychology
PSY 228	Adolescent Psychology
PSY 306	Abnormal Psychology
PSY 309	Research Methods I

II. Other Program Requirements

PSY/ED 229	Educational Psychology
ED 344	Secondary Social Studies

Note: Read "Acceptance into Teacher Education Program," see index for page number.

Note: In order to be licensed to teach in a secondary school in Montana, a student is required to have a teaching major in a subject field acceptable for licensure endorsement as well as the teaching minor. All degree students should review requirements for graduation as described in this catalog.

PUBLIC ADMINISTRATION

BETHALEE J. WILSON, M.B.A.

Mission and Goals

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.

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 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 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 Public Administration

Minor Program Requirements

Twenty-one 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

PUBLIC RELATIONS

ALAN HANSEN, PH.D.
CHARLOTTE M. JONES, PH.D.
DOREEN KUTUFAM, PH.D.
BRENT NORTHUP, M.A.

Mission and Goals

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 print or broadcast 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

Major in Public Relations with an Area of Concentration

I. Major Program Requirements

Thirty three semester credits of interdepartmental studies, including:

- CO 101 Basic Communication
- CO 206 Small Group Communication
- CO 215 Introduction to Public Relations: Theory
- CO 216 Introduction to Public Relations: Practice
- CO 225 Professional Communication

- CO/ENWR 306 Writing for the Print Media
 - CO 308 Communication Ethics
 - CO 310 Mass Media
 - CO 340 Interpersonal Communication Theory
 - CO 395 Research Methods
 - CO 425 Career Internship
 - CO 495 Senior Practicum: The Graceful Exit
- Plus one or both of the following areas of concentration (15 credits):

A. Marketing

- BA 306 Marketing
 - CO 320 Organizational Communication
 - BA 375 Fundamentals of Management
- Plus 2 of the following:
- BA 320 Market Research
 - BA 322 Consumer Behavior
 - BA 324 Marketing Communications and Promotions
 - BA 326 New Product Development
 - BA 401 International Marketing

B. Print Journalism

- ART 114 Photography I
- CO 108 Desktop Publishing
- CS 213 Computer Applications in Business
- or CS 201 Web Graphics, Animation, and Layout
- ENWR 305 Technical Writing
- CO 236-237 Prospector Student Newspaper (two semesters, totaling three credits)

C. TV Production

- CO 165 Fundamentals of TV & Film Production I
- CO 166 Fundamentals of TV & Film Production II
- CO 265 Basic Single Camera Production
- CO 365 Saints TV
- CO 425 Career internship at a TV station (two semesters totaling 3 credits)

The Department of Communications Studies will administer a two-part comprehensive exam at the end of each student's senior year. The first part, an oral presentation, is required by all students. The second part, the comprehensive on all communications coursework is not required of students who complete CO 499, Honors Thesis.

Minor in Public Relations

Minor Program Requirements

- BA 306 Marketing
- CO 108 Desktop Publishing
- or CO/ENWR 306 Writing for the Print Media
- CO 206 Small Group Communication
- or CO 308 Communication Ethics
- CO 215 Introduction to Public Relations: Theory
- CO 216 Introduction to Public Relations: Practice
- CO 310 Mass Media
- CO 236-237 Prospector Student Newspaper

Minor in TV Production

- 18 credits, including:
- CO 165 Fundamentals of TV & Film Production I
 - CO 166 Fundamentals of TV & Film Production II
 - CO 265 Basic Single Camera Production
 - CO/ENWR 306 Writing for the Print Media
 - CO 310 Mass Media
 - CO 425 Career internship at TV station