

Minot State University  
Department of Business

# Business Administration

–Majors and Programs–

# Welcome

- The Department of Business offers various degrees including Associate degree in Accounting; Baccalaureate programs in the areas of Accounting, Finance, and Business Administration; Masters programs; and graduate Certificate programs.
- **This orientation document covers baccalaureate programs under what is commonly referred to as Business Administration.**
- We offer several majors in this area: Entrepreneurship, Marketing, International Business, Management, and Business Education. We also have minors, and concentrations in the same.
- For information on other areas please contact the department.

# Department of Business Faculty and Staff



**Dr. Daniel Ngugi**  
Chair, Department of Business



**Randy Conway**  
Director of Severson  
Entrepreneurship Academy



**Tara Hiatt**  
Administrative Assistant



**Kyle Patterson, M.S.**  
Academic Advisor

# Business Administration Faculty



**Dr. Andy Bertsch**



**Dr. Megan Fixen**



**Dr. Cyriac Joy**



**Dr. Chris Walters**



**Dr. Beverly Fleischman**



**Dr. Jim Ondracek**





BACHELOR OF SCIENCE

# Entrepreneurship



Hands-on  
learning



Seven student-run  
business clubs



Thousands  
of jobs



Internships with  
multinational compa

## Learn with Minot State

Businesses of all shapes and sizes need people with an entrepreneurial mindset. Whether you are looking ahead to owning your own company, managing a family-owned business, or being a change agent in the corporate environment, our degree curriculum covers everything you need to know.

You will gain a solid educational foundation that teaches you how to locate, manage, and grow resources that will aid in the creation and growth of a business. You will engage in activities that focus on product or service development, start-up funding, purchasing and distribution issues, and client-based development.

To demonstrate the skills learned throughout your studies, you will complete an entrepreneurial project and develop an entrepreneurial portfolio as part of your curriculum. The project and portfolio can help a prospective lender/investor or employer see how you applied theory in real-world activities.

**Minot State's degree  
in entrepreneurship  
provides you the  
skills necessary to  
recognize market  
opportunities,  
identify and  
calculate risks, and  
creatively solve  
problems.**

## DEGREE OPTIONS:

- Bachelor of Science (BS) with a Major in Entrepreneurship
- Entrepreneurship Minor
- Certificate of Entrepreneurship

Be seen. Be heard. Be you.

## COURSES REQUIRED

### Bachelor of Science with a Major in Entrepreneurship (120–122 SH)

General Education (38–40 SH)

Department of Business Required General Education Courses (10 SH)

ECON 201 Principles of Microeconomics (3)

ECON 202 Principles of Macroeconomics (3)

MATH 210 Elementary Statistics (4)

or PSY 241 Introduction to Statistics

or DATA 211 Applied Statistics and Data Visualization

Department of Business Core Requirements (30 SH)

ACCT 200 Elements of Accounting I (3)

ACCT 201 Elements of Accounting II (3)

ACCT 315 Legal Environment of Business (3)

BUS 269 Professional Ethics (3)

MGMT 301 Fundamentals of Management (3)

MRKT 321 Marketing (3)

BIT 220 Management Information Systems (3)

BUS 305 Business Communication (3)

BOTE 247 Spreadsheet Applications (3)

FIN 353 Principles of Financial Management (3)

Courses Required for Entrepreneurship Major (24 SH)

ACCT 321 Managerial Accounting (3)

ENTR 302 Intro to Entrepreneurship (3)

ENTR 304 Entrepreneurship/Small Business Management (3)

INTB 307 International Business (3)

ENTR 470 Entrepreneurship in the 21st Century (3)

ENTR 489 Entrepreneurship and New Venture (3)

FIN 360 Entrepreneurial Finance (3)

MRKT 430 Professional Sales and Relationship Management (3)

## Electives (12 SH)

Select any combination of four courses (12 SH) from 300–400 BADM/BUS/ENTR/INTB/MGMT/MKRT courses.

**Required:** Entrepreneurship Portfolio

## Other electives (16 SH)

(to meet the 120 SH graduation requirement)

All courses subject to change.

For course descriptions, go to [MinotStateU.edu/business](http://MinotStateU.edu/business).



BACHELOR OF SCIENCE

# International Business



Hands-on learning



Seven student-run business clubs



Offered on campus and online



International study and internship opportunities

## What you can do with an international business degree

A degree in international business will prepare you for careers in all aspects of the global economy, including commerce, government, and industry. It can lead to employment in international management, marketing, sales, advertising, and public relations.

## We prepare you

A career as a successful global operator in international business requires you that you are:

- Willing to learn about other countries' customs and cultures
- Patient, perceptive, and good-humored
- Adept at learning new languages and be an excellent listener
- Intuitive about verbal/non-verbal communications
- Flexible, able to see things from different perspectives

## Career outlook

Globalization has made cross-border business more common than ever. Most international business careers involve sales and marketing, but as businesses expand around the world, more entry-level management positions are opening. While some positions involve extensive travel, in many cases, international business is conducted via technology, so little or no travel may be required.

*Minot State's degree in entrepreneurship provides you the skills necessary to recognize market opportunities, identify and calculate risks, and creatively solve problems.*

## FLEXIBLE LEARNING OPTIONS:

- Bachelor of Science (BS) with a Major in International Business  
*offered on campus and online*

Other degree offerings:

- International Business Minor  
*offered on campus and online*
- International Business Concentration  
*offered on campus and online (non-business majors)*

Be seen. Be heard. Be you.

## COURSES REQUIRED

### Bachelor of Science with a Major in International Business (120 SH)

#### General Education (38-40 SH)

#### Department of Business Required General Education Courses (10 SH)

- ECON 201 Principles of Microeconomics (3)
- ECON 202 Principles of Macroeconomics (3)
- MATH 210 Elementary Statistics (4)  
*or PSY 241 Introduction to Statistics  
or DATA 211 Applied Statistics and Data Visualization*

#### Department of Business Core Requirements (30 SH)

- ACCT 200 Elements of Accounting I (3)
- ACCT 201 Elements of Accounting II (3)
- ACCT 315 Legal Environment of Business (3)
- BUS 269 Professional Ethics (3)
- MGMT 301 Fundamentals of Management (3)
- MRKT 321 Marketing (3)
- BIT 220 Management Information Systems (3)
- BUS 305 Business Communication (3)
- BOTE 247 Spreadsheet Applications (3)
- FIN 353 Principles of Financial Management (3)

#### BADM Department Core Requirements (9 SH)

- ACCT 321 Managerial Accounting (3)
- ENTR 302 Introduction to Entrepreneurship (3)
- INTB 307 International Business (3)

#### Courses Required for International Business Major (12 SH)

- INTB 427 International Marketing (3)
- INTB 437 International Culture and Management (3)
- INTB 462 International Business Strategy (3)
- FIN 457 International Corporate Finance (3)

#### Electives (to meet the 120 SH graduation requirement)

Select any combination of four courses (12 SH) from 300-400 BADM/BUS/ENTR/INTB/MGMT/MKRT courses.

#### Other electives (19 SH)

*All courses subject to change.*

For course descriptions, go to [MinotStateU.edu/business](http://MinotStateU.edu/business).



## BACHELOR OF SCIENCE Management



Internship  
opportunities



Seven student-run  
business clubs



Compete statewide  
and nationally



Thousands  
of jobs

### What you can do with a management degree

As a manager, you will plan, direct, and oversee operations and employees. You may supervise an entire company, government office, specific department, or territory. Managers often specialize in a particular field, such as sales, finance, health services, human resources, social and community services, government, and education.

### Make a plan to be a successful manager

Skilled managers are:

- Leaders – emotionally stable, enthusiastic, and self-assured
- Communicators – relate well both to staff and superiors
- Organizers – make and execute plans to meet employers' goals
- Problem solvers – identify and resolve problems
- Flexible – able to see things from different perspectives

### Coursework

As a management major at Minot State, you'll begin with core classes in accounting, business, marketing, management information systems, and management and then delve into higher level learning in human resources, operations management, international business, organizational behavior, strategic management, and entrepreneurship.

**A management degree provides you with a broad knowledge of business, finance, economics and marketing.**

### FLEXIBLE LEARNING OPTIONS:

- Bachelor of Science (BS) with a Major in Management offered on campus, online, and in Bismarck, ND

Other degree offerings:

- Management Minor offered on campus and online
- Business Administration Minor (non-business majors)
- Management Concentration offered on campus and online (non-business majors)

Be seen. Be heard. Be you.

## COURSES REQUIRED

### Bachelor of Science with a Major in Management (120 SH)

General Education (38-40 SH)

#### Department of Business Required General Education Courses (10 SH)

- ECON 201 Principles of Microeconomics (3)  
ECON 202 Principles of Macroeconomics (3)  
MATH 210 Elementary Statistics (4)  
or PSY 241 Introduction to Statistics  
or DATA 211 Applied Statistics and Data Visualization

#### Department of Business Core Requirements (30 SH)

- ACCT 200 Elements of Accounting I (3)  
ACCT 201 Elements of Accounting II (3)  
ACCT 315 Legal Environment of Business (3)  
BUS 269 Professional Ethics  
MGMT 301 Fundamentals of Management (3)  
MRKT 321 Marketing (3)  
BIT 220 Management Information Systems (3)  
BUS 305 Business Communication (3)  
BOTE 247 Spreadsheet Applications (3)  
FIN 353 Principles of Financial Management (3)

#### Courses Required for Management Major (21 SH)

- ACCT 321 Managerial Accounting (3)  
ENTR 302 Introduction to Entrepreneurship (3)  
INTB 307 International Business (3)  
BUS 420 Supply Chain and Operations Management (3)  
MGMT 303 Human Resource Management (3)  
MGMT 436 Organizational Behavior Principles and Practices (3)  
MGMT 438 Talent Management and People Analytics (3)  
MGMT 465 Strategic Management (3)

#### Electives:

Select any combination of 12 SH from 300-400 BADM/BUS/ENTR/INTB/MGMT/MKRT courses

Other electives to meet the 120 SH graduation requirement 16 SH

All courses subject to change.

For course descriptions, go to [MinotStateU.edu/business](http://MinotStateU.edu/business).



## BACHELOR OF SCIENCE Marketing



Internship  
opportunities



Seven student-run  
business clubs



Compete statewide  
and nationally



Thousands  
of jobs

### We prepare you

Marketing has proven to be a competitive and high energy business. As you study marketing, you will be exposed to the most up to date marketing techniques, including the ever-changing world of social media, significance of sales skills, where, when, and how to advertise, and the role of public relations.

### Choose a marketing career

To be a successful marketing professional, you need to:

- Have a broad range of skills including discipline and the ability to multi-task
- Be a team leader with excellent oral and written communication skills
- Have a good understanding of business fundamentals
- Be innovative and ready to take creative risks

### Coursework

As a marketing major, you'll take core classes in business fundamentals, accounting, business communication, marketing, economics, and statistics and then delve into higher level coursework, including marketing strategy, applied business research, consumer behavior, logistics, and managerial accounting.

**A marketing degree  
prepares you to enter  
a variety of fields  
related to effectively  
brand a business,  
promote products and  
services, and reaching  
the right customers.**

### FLEXIBLE LEARNING OPTIONS:

- Bachelor of Science (BS)  
with a Major in Marketing  
*offered on campus, online,  
and in Bismarck, ND*

Other degree offerings:

- Marketing Minor  
*offered on campus and online*
- Marketing Concentration  
*offered on campus and online  
(non-business majors)*

Be seen. Be heard. Be you.

## COURSES REQUIRED

### Bachelor of Science with a Major in Marketing (120 SH)

General Education (38-40 SH)

#### Department of Business Required General Education Courses (10 SH)

ECON 201 Principles of Microeconomics (3)

ECON 202 Principles of Macroeconomics (3)

MATH 210 Elementary Statistics (4)

or PSY 241 Introduction to Statistics

or DATA 211 Applied Statistics and Data Visualization

#### Department of Business Core Requirements (30 SH)

ACCT 200 Elements of Accounting I (3)

ACCT 201 Elements of Accounting II (3)

ACCT 315 Legal Environment of Business (3)

BUS 269 Professional Ethics

MGMT 301 Fundamentals of Management (3)

MRKT 321 Marketing (3)

BIT 220 Management Information Systems (3)

BUS 305 Business Communication (3)

BOTE 247 Spreadsheet Applications (3)

FIN 353 Principles of Financial Management (3)

#### Courses Required for Marketing Major (27 SH)

ACCT 321 Managerial Accounting (3)

ENTR 302 Introduction to Entrepreneurship (3)

INTB 307 International Business (3)

BUS 420 Supply Chain and Operations Management (3)

MRKT 430 Professional Sales and Relationship Management (3)

MRKT 324 Integrated Marketing Communications (3)

MRKT 421 Applied Research (3)

MRKT 422 Consumer Behavior (3)

MRKT 488 Marketing Strategy (3)

**Electives:** Select any combination of 12 SH from  
300-400 BADM/BUS/ENTR/INTB/MGMT/MKRT courses  
Other electives to meet the 120 SH graduation  
requirement 13 SH

*All courses subject to change.*

For course descriptions, go to [MinotStateU.edu/business](http://MinotStateU.edu/business).





## BACHELOR OF SCIENCE IN EDUCATION

# Business Education



Student teaching  
experiences



Seven student-run  
business clubs



Compete statewide  
and nationally



Strong job  
market

### Working in a school setting

Teaching is both rewarding and challenging. When you inspire others to learn, you're changing lives. Our teaching degree will prepare you to teach middle and high school students for careers in business through hands-on exercises and experiences.

### Learn with us

- General education — These required classes will help prepare you to apply to Minot State University's Teacher Education Program and complete the required Praxis tests.
- Core business classes — Coursework includes accounting, management information systems, technology management, business communication, keyboarding, economics, information assurance, and CTE philosophy with CTSO leadership.
- Professional education sequence — Core coursework in the teacher education program includes curriculum planning and assessment, educational psychology, managing the learning environment, and methods of teaching business.

### Employment outlook

Business education teachers at the secondary level are in high demand in North Dakota and across the country. With a degree in business education, students are armed with the skills and knowledge necessary to be successful wherever life leads.

*Minot State's  
degree in business  
education will  
prepare you to teach  
middle and high  
school students for  
careers in business.*

### DEGREE OPTIONS:

- Bachelor of Science in Education (BSEd) with a Major in Business Education
- Business Education Minor
- Marketing Education Concentration

Be seen. Be heard. Be you.

## COURSES REQUIRED

### Bachelor of Science in Education with a Major in Business Education (120 SH)

#### General Education (38-40 SH)

#### Required Business Education Core (45 SH)

ACCT 200 Elements of Accounting I (3)  
ACCT 201 Elements of Accounting II (3)  
ACCT 315 Legal Environment of Business (3)  
ART 112 Computer Graphics (3)  
BIT 185 Technology Management (3)  
BIT 220 Management Information Systems (3)  
BIT 244 IT Security and Information Assurance (3)  
BIT 421 History and Philosophy of CTE (3)  
BIT 423 Leadership in CTSOs (3)  
BOTE 247 Spreadsheet Applications (3)  
BADM 120 Fundamentals of Business (3)  
BUS 154 Word Processing and Presentation Software (3)  
BUS 305 Business Communication (3)  
ECON 201 Principles of Microeconomics  
or ECON 202 Principles of Macroeconomics (3)  
FIN 251 Personal Finance (3)

#### Professional Education Sequence (39 SH)

ED 260 Educational Psychology (2)  
ED 260L Clinical I (0)  
ED 282 Managing the Learning Environment (2)  
ED 282L Clinical II (.5)  
ED 284 Teaching Diverse Learners (2)  
ED 284L Clinical III (.5)  
ED 320 Curriculum, Planning, and Assessment I (2)  
ED 321L Clinical IV (.5)  
ED 323L Clinical V (.5)  
ED 324L Fall Experience (0)  
ED 380 Technology in Teaching (2)  
SPED 110 Introduction to Exceptional Children (3)  
SS 283 Diversity in America (3)  
PSY 255 Child and Adolescent Psychology  
or PSY 352 Adolescent Psychology (3)

#### Professional Education Sequence (admission to teacher education required)

ED 322 Data Driven Integrated Instruction (2)  
ED 484 Student Teaching Seminar: K12 (2)  
or ED 483 Student Teaching Seminar: Secondary (2)  
or ED 482 Student Teaching Seminar: Elementary (2)

#### Department Specific Courses (admission to teacher education required)

ED 493 Student Teaching, Secondary (12)  
BIT 391 Methods of Teaching Business (3)

*\* Requires admission to Teacher Education.*

*All courses subject to change.*

For course descriptions, go to [MinotStateU.edu/business](http://MinotStateU.edu/business).

# CAREER OUTLOOK

What can you do with a degree in...

## Management

Office/Business Manager  
Retail/Store Manager  
Sales Manager  
Project Manager  
Supply Chain Manager  
Business Consultant

## International Business

International Accountant  
Global Supply Chain Manager  
Import/Export Agent  
Logistics Manager  
Foreign Exchange Trader

## Business Education

Professor/Teacher  
Principal Trainer  
Development Manager  
Educational Consultant  
Human Resources Specialist

## Entrepreneurship

Business Consultant  
Entrepreneur  
Recruiter  
Business Development  
Creative Director  
Franchisee

## Marketing

Marketing Analyst  
Social Media Director  
Media Planner  
Public Relations Specialist  
Brand Management  
Digital Strategist



**Kyle Patterson, M.S.**  
Academic Advisor

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701-858-3689  
[kyle.patterson@minotstateu.edu](mailto:kyle.patterson@minotstateu.edu)

# ACADEMIC ADVISING

Advising for the Department of Business programs is administered through the Academic Support Center on the lower level of the Gordon B. Olson Library.

Students can make appointments via Starfish to meet with an advisor at any time.

# CAREER ADVISING

Students are also assigned a faculty member from their major area as a career advisor.

Career advisors can help students better understand their future prospects with their degree as well as opportunities that may be offered in line with their program.





## Randy Conway

Director of Severson  
Entrepreneurship  
Academy

701-858-3019

[randy.conway@minotstateu.edu](mailto:randy.conway@minotstateu.edu)

Old Main 304

# INTERNSHIP

**BUS 497** – Students can have more than one internship credit across multiple semesters.

(Max credit hours 12: Most common 3- 5/Semester)

Real Estate, Banking, Agri-Business, Property Management,  
Insurance, Accounting, Utility Companies, Oil Field Companies, etc.

### ❖ What is an internship?

- Paid/Unpaid training, test run to gain experience. Every internship is different.

### ❖ How do I get one?

- Take initiative and seek opportunity.  
(MSU career advising, networking, MSU career expo, etc)

### ❖ How will it help me meet my goals?

- Experience, resume builder, develop into career opportunity.

### ❖ How do I prepare for an internship?

- Build your cover letter & resume, participate in community event, seek opportunities.

*Right now, we have many companies seeking students for next semester. Internship requires a preparation – Start early.*

# PROGRAM OPPORTUNITIES

**Student Organization  
(DECA, SWIFT,  
Accounting Club,  
Entrepreneurship Club,  
etc.)**

**Conference and  
Competition  
(FBLA, DECA  
Collegiate, etc)**

**Looyenga Leadership  
Program**

**Scholarships**

**Internships**

**Severson  
Entrepreneurship  
Academy**

# GRADUATE PROGRAM

With classes offered on campus and online, you can earn your master's degree or graduate certificates in the way that fits your lifestyle best. Find a program that will work for you.

- Information Systems (MSIS)
  - Management (MSM)
  - Sports Management (MSSPM)
  - Education with a Business Education (MED-B)
  - Cybersecurity Management (CM) Certificate
  - Knowledge Management (KM) Certificate
  - Management Concepts (MC) Certificate
- 



# Program Resources

- ▶ Severson Entrepreneurship Academy  
(Main 308)
- ▶ Academic Support Center ( lower level  
of the Gordon B. Olson Library)
- ▶ Peer Mentoring Program
- ▶ 3<sup>rd</sup> floor student study area  
(Main 313)

# Department of Business Scholarships

- ❑ The general MSU scholarship application process is used for the DoB scholarships. The software will automatch an applicant to the DoB and request that you provide additional information for DoB scholarships. The application is available online at:
  - <https://www.minotstateu.edu/finaid/scholarships.shtml>
- ❑ The Application process opens online on or just before the Thanksgiving Holiday. Applications must be completed and submitted by February 2023.
- ❑ Awards range from \$500 - \$3,000. For this academic year 2023/2024, 108 students received an average of \$1,222 , with 37 receiving more than one scholarship, for a total award of \$132,000.
  - ❑ **50%** of eligible student applicants received an award
- ❑ Criteria include enrolled full-time and declared DoB major, with additional criteria for GPA, etc. which vary for each scholarship. You are auto-matched to scholarships in which you meet the eligibility requirements, once you save the application be sure to monitor if additional information (essay) is needed.
- ❑ Details pertaining to the various DoB scholarships can be viewed at the below link:
  - <https://www.minotstateu.edu/business/pages/scholarships.shtml>

# Contact us!

- ▶ Please reach out to us for any questions!



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