

## **GENERAL INFORMATION**

### **(A - Z)**

#### *Academic Advising Center*

The College of Business and Industry (COBI) Academic Advising Center serves as a resource to faculty, students, and support staff. The Advising Center maintains the official records for all students (except Accounting majors) in the College of Business and Industry. The Advising Center represents the Dean in regard to all academic paperwork, including transcript evaluation, off-campus requests, withdrawals, overloads, graduation audits, change of majors, and correspondence course approvals.

#### *Academic Dishonesty*

Academic Dishonesty (cheating, plagiarism, forgery, etc.) of any form can result in serious consequences. Penalties may be as severe as receiving a grade of "F" in a course, suspension, and/or possible expulsion. Faculty members **and** students are responsible for reporting cases of academic dishonesty. Reports to the Academic Honesty Committee are kept for five years for students found guilty of academic dishonesty. Students have the right to appeal decisions made by the committee. (See *Academic Operating Policy and Procedures* 12.07 - Academic Misconduct)

#### *Accreditation*

The College of Business and Industry is one of approximately 506 colleges and the School of Accountancy is one of 168 schools accredited by the Association for the Advancement of Collegiate Schools of Business (AACSB International) at the bachelors, the masters, and doctoral levels. Accreditation consists of an examination of curriculum, student quality, faculty, facilities, computer use, and library quality.

#### *Adding Courses*

A student may add a class at no charge during the first five class days of the fall and spring semesters. During the summer sessions, a student may add a class during the first three class days. Students should consult their advisors before adding a class.

### *A/P Credit*

Credit by Advanced Placement Exams earns Satisfactory (S) grades. These courses do not affect grade point averages. Applicability of these courses is determined by the COBI Academic Advising Center. Credit for science classes can be applied to the non-business or free elective areas. No more than 25 percent of a student's curriculum may be earned through A/P Credit.

### *Advising*

Each College of Business and Industry student has an advisor in one of the major departments. Advisor locations and phone numbers are listed below. Students are encouraged to meet with their advisors for advice in careers, elective choices, job placement, and class scheduling.

<b>Major</b>	<b>Phone Number</b>
Accounting	325-3710
Banking and Finance	325-2341
Business Information Systems	325-3928
Economics	325-2341
General Business Administration	325-1890
General Business Administration – Furniture Management Track	325-3928
International Business	325-1996 325-3480
Management	325-3928
Management of Construction and Land Development	325-2341
Marketing	325-3163
Professional Golf Management	325-3161
Real Estate and Mortgage Appraisal Financing	325-2341
Risk Management, Insurance, and Financial Planning	325-2341

### *Auditing Courses*

Students must receive permission from the instructor and the COBI Academic Advising Center to audit a class. A course being audited counts as part of the student's course load; however, credit is not earned and full tuition is charged. Students may not change a credit course to an audit after the 5th class day of the fall and spring semesters or after the 3rd class day of the summer sessions.

### *Buckley Amendment*

The Family Education Rights and Privacy Act (Buckley Amendment) requires educational institutions to provide students access to their educational records. Information from student records may not be shared with unauthorized third parties without the student's written consent.

### *College-Level Examination Program (CLEP)*

Credit by CLEP earns Satisfactory (S) grades. These courses do not affect grade point averages. Applicability of these courses is determined by the COBI Academic Advising Center. Credit for science classes can be applied to the non-business or free elective areas. No more than 25 percent of a student's curriculum may be earned through CLEP Credit. See page 15 of the Bulletin for acceptable courses.

### *Classification*

Students are classified according to the total hours earned:

Freshman	29 or fewer semester hours
Sophomore	30-59 semester hours
Junior	60-89 semester hours
Senior	90 or more semester hours

### *Cooperative Education Program (CO-OP)*

The Cooperative Education program combines practical experience with formal schooling in a program of alternating semesters of study and work experience. Students can participate in the program after completing one year at MSU with at least a 2.5 grade point average. Academic credit is **not** given for participation in the Cooperative Education program. For more information, contact the Director of the Cooperative Education Program at 325-3823.

### *Correspondence Courses*

Students **must** receive permission from their advisor and the COBI Academic Advising Center to enroll in a correspondence course. Not more than 20 percent of any curriculum may be earned through correspondence courses.

### *Course Load*

The normal course load for a regular semester is 15-18 hours. Students taking at least 12 semester hours are considered full-time. Students who are on academic probation are limited to 14 semester hours. Students wishing to take more than 19 hours must receive permission from their advisor and the COBI Academic Advising Center.

### *Deficiencies*

Deficiencies are quality points below the amount required for graduation. Deficiencies can occur on four levels: (1) **Overall** - all classes taken at MSU and other institutions, (2) **MSU** - all classes taken at MSU, (3) **Upper Business** - all upper level business classes, (4) **Major Courses** – all courses in major. Having deficiencies in overall or MSU places a student on probation. A student **cannot** graduate if he/she has a deficiency in any of the above levels. (Refer to Graduation Requirements for additional information on graduation.)

### *Degree Audit*

**Two** semesters **prior** to graduation, students must come by the COBI Academic Advising Center and obtain an official degree audit. A student may not enroll in GB 4853 Business Policy without a degree audit. Accounting majors must check with Ms. Lanna Miller.

### *Developmental Courses*

Developmental courses are not applied toward a degree in the College of Business and Industry. These courses include EN 0103 and MA 0103.

### *Dismissal, Academic*

A student who has one academic suspension and who does not earn a current semester grade point average of 2.0 or higher and has less than the required MSU grade point average will be placed on academic dismissal. Readmission following academic dismissal will not be considered until the student has been absent from the University for one calendar year. A student who has been dismissed will not automatically or routinely be readmitted. The Vice President for Academic Affairs may approve the readmission of a student on academic dismissal upon the recommendation of the student's academic dean. The appropriate paperwork can be found in the COBI Academic Advising Center.

### *Double Major*

Students who are currently enrolled in the College of Business and Industry and wish to pursue a second field of study in the College of Business and Industry may choose to double major. Students must complete coursework for both majors before applying for graduation. The COBI Academic Advising Center can provide additional information for interested students.

### *Dropping Courses*

A student may drop a class during the first ten class days of the fall or spring semesters at no charge. During the summer sessions, a student may drop a class during the first three class days at no charge. After these deadlines, students will be charged a \$50 fee per class, and will be assigned a "W" grade on their transcript. Courses cannot be dropped after the sixth week of the fall and spring semesters or the tenth day of summer sessions unless highly unusual circumstances exist.

### *Electives*

Students should consider choosing electives for the advantage of exploring new fields of study or enhancing their current major. **Non-business** electives can be selected from any class outside the College of Business and Industry. **Free** electives can be selected from any class, including the College of Business and Industry.

### *Electronic Mail (EMAIL)*

Electronic mail is available for all College of Business and Industry students. Electronic mail can be used to communicate with the COBI Academic Advising Center and with many faculty members. For more information or to apply for an email account, contact Information Technology Services (ITS) at 662-325-0631.

### *Forced Drops*

Students may be administratively dropped from a class for various reasons. These include lack of prerequisites, unapproved course loads, and not meeting classification requirements for junior/senior level classes.

### *Forgiveness, Academic*

For courses taken during or after fall semester 2003, an undergraduate student will be permitted to retake up to two (2) courses, not to exceed six (6) credit undergraduate semester hours, in which he or she made a “D” or “F”, with the original grade remaining on the transcript, but not counted towards the student’s GPA. The COBI Academic Advising Center can provide additional information.

### *Academic Grade Appeals*

If a student feels he/she has received an unfair course grade, the student should confer with the instructor. If the student is not satisfied, he/she has the right to appeal. Grade appeals must be filed with the instructor's department head within the first 30 days of the next semester. If the department head is unable to resolve the matter, the student can forward the appeal and a letter of request to the instructor's Dean. If the Dean is unable to resolve the matter, the student may forward the appeal and a letter of recommendation to the Provost and Vice President for Academic Affairs. The Provost and Vice President for Academic Affairs may then refer the case to the Academic Review Board. Grade appeal forms are available in departmental offices.

## *Graduate Studies in Business*

The College of Business and Industry offers nine programs at the master's and doctoral levels. A Master of Business Administration (MBA), an MBA in Project Management, a Master of Professional Accountancy (MPA), a Master of Taxation (MTX), a Master of Science in Business Administration (MSBA) with a major in Finance, a Master of Science in Information Systems (MSIS), a Master of Arts in Economics (MA), the Doctor of Philosophy in Business Administration (PhD), and a PhD in Applied Economics are available. To be accepted into any of these programs, students must have an acceptable history of previous academic work and have a satisfactory score on the Graduate Management Admission Test (GMAT); however, the Economics degrees require the GRE instead of the GMAT. Additionally, in order to enroll in each program's core courses, students must have completed the corresponding pre-requisites with a grade of C or better. For additional information, please contact the Office of Graduate Studies in Business, P.O. Box 5288, Mississippi State, MS 39762 or call 662-325-1891.

## *Graduation*

In order to graduate, a student must meet the following requirements:

- ❑ Meet all course requirements under the university catalog 1) in effect at the time of graduation, or 2) in effect at initial entry into college, provided the catalog is not more than five years old at the time of graduation
- ❑ Pass 124 **applicable** semester hours (IB=154)
- ❑ Take a minimum of 62 semester hours from a senior college
- ❑ Take a minimum of 32 upper-level business hours at MSU
- ❑ Complete the last 31 hours in residence at MSU
- ❑ Have at least a:
  - 2.0 grade point average on all coursework attempted, and
  - 2.0 grade point average on all MSU coursework attempted,
  - 2.5 grade point average on all major courses,
  - 2.5 grade point average on all upper level business coursework attempted
- ❑ Have no more than two D's in applied upper-level business courses
- ❑ Have a degree audit completed by the COBI Academic Advising Center
- ❑ Apply for graduation at the Registrar's Office in Garner Hall

### *Honors, Academic*

Each semester, outstanding academic achievements are recognized. Full-time students who achieve a 3.5 to 3.79 QPA are classified as Dean's Scholars. Full-time students who achieve a 3.8 QPA or above are classified as President's Scholars.

### *Honors Program*

The University Honors Program is a challenging variation of the standard curriculum that allows qualified undergraduate students to enrich their academic experiences. For additional information, please contact the Director, University Honors Program at 325-2522.

### *Junior/Senior Screen*

A student in the College of Business and Industry must achieve a 2.5 overall GPA and a 2.5 MSU GPA within a 54 to 70 applied hour window to continue as a business student. Students who do not meet the junior-senior screen (COBI or transfer) will not be permitted to register for 4000 level business classes. Until a 2.5 GPA is obtained, the student will not be considered a business major.

### *MSU Meridian*

MSU – Meridian offers business courses on the junior and senior levels. These courses may be applied to a degree at either the Starkville campus or the Meridian campus. Degree requirements are the same for both campuses. For additional information, please contact the Division of Business, Meridian Campus, MSU at 1-800-824-5288 or (601) 484-0153.

### *Military Credit*

Military credits are determined by the Registrar's Office and grades of S are earned. These courses are applicable as electives and do not affect grade point averages.



## *Minors*

MSU students may obtain a minor of business in management, marketing, general business administration, economics, finance and accounting. The required number of additional credits to obtain a minor ranges from 18-22 credit hours depending on the discipline. Only non-business majors may obtain a minor in general business administration. Information concerning minor requirements is available in the COBI Academic Advising Center.

## *Off-Campus Courses*

Students must receive permission from the COBI Academic Advising Center to enroll in courses at another institution. Courses taken without permission may not be applied toward a degree.

## *Preregistration*

The preregistration period provides currently enrolled students the opportunity to register early for the upcoming semester. Students must check with their individual advisors and/or departments for preregistration and advising dates.

## *Prerequisites*

Students **must** meet the prerequisite requirements for each course. Students should check the MSU Bulletin before registering for courses to ensure that prerequisites have been satisfied. If a student enrolls in a course without the prerequisite(s), he/she will be forced dropped from the course.

## *Probation*

Students who have less than a 2.00 on their MSU or Overall grade point average are placed on academic probation. Students on probation are limited to a maximum course load of 14 hours.

## *Residency Requirement*

Students are required to complete their last 31 hours of course work at MSU. Correspondence courses are not considered in residence; however, on-line courses are considered in residence.

## *Scholarships*

For information regarding scholarships, contact Admissions and Scholarships (Montgomery Hall, 325-2224) and the Dean's Office in the College of Business and Industry (104 McCool, 325-2580).

## *Suspension, Academic*

Students who entered MSU Fall 2004 or prior to Fall 2004 with a semester grade point average of less than a 2.0 who are on probation and have been enrolled at MSU for at least two terms who fail to meet the following minimum MSU grade point averages will be suspended for one regular (fall or spring) semester:

<u>Classification</u>	<u>MSU Grade Point Average</u>
Seniors	1.9
Juniors	1.7
Sophomores	1.3
Freshmen	1.0

A student who attends another institution during a suspension from MSU must maintain a 2.0 grade point average on all transfer work. A student who fails to meet these criteria may be readmitted only on the recommendation of the student's academic dean and the approval of the Provost.

### Spring 2005 and Forward

<u>Classification</u>	<u>MSU Grade Point Average</u>
Seniors	2.0
Juniors	2.0
Sophomores	1.8
Freshmen	1.6

## *Technical Courses*

Technical courses do not apply toward a degree in the College of Business and Industry.

## *Transfer Credit*

MSU will only apply **62 hours** of community college credit toward a degree. **Applicability** and equivalency of business related transfer credit is determined by the COBI Academic Advising Center. A student's last 62 hours must be earned at a senior college.

### *Transfer Students*

Students wishing to transfer into the College of Business and Industry from another institution or from another major at MSU must meet certain grade point average requirements. Juniors and seniors must have a minimum 2.50 overall and MSU grade point average, sophomores must have a minimum 2.25 overall and MSU grade point average, and freshmen must have a minimum 2.0 overall and MSU grade point average to be admitted into the College of Business and Industry.

### *Withdrawal from the University*

Any student wishing to withdraw from the University must initiate withdrawal procedures in the COBI Academic Advising Center. A student who withdraws from all his/her courses after the 10th day of classes will receive a grade of W for each course scheduled

# College of Business and Industry Programs of Study

## Accounting

The Bachelor of Accountancy degree (BACC) prepares students for careers in management or governmental accounting, as well as for entry into graduate or professional school. Graduates holding BACC degree are qualified to take several certifying examinations, to include the Certified Management Accountant (CMA) exam and the Certified Internal Auditor (CIA) exam. Individuals interested in public accounting and in the Certified Public Accountant (CPA) exam are encouraged to pursue a graduate degree upon completion of the BACC.

## Banking and Finance

The BBA in Banking and Finance prepares students for careers in commercial banks, as well as non-bank financial institutions and financial departments within organizations. Students select concentrations in banking, corporate, or financial services.

## Business Information Systems

The BBA in Business Information Systems prepares students for careers using computers to solve business problems. Graduates find positions as systems analysts/programmers, managers for data processing activities, directors of management information systems, and chief information officers

## Economics

Economics is the scientific study of how choices are made concerning the use of society's scarce resources. Applied to business, economics is primarily concerned with the decision-making of firms and households in a market context. The BBA in Economics prepares students for professional managerial and research careers with corporations, financial institutions, economic development agencies, trade organizations, governments, and educational institutions. An economics major or minor also provides the critical thinking skills needed by those students considering law school or post-graduate study in business. (Note: Most business majors may earn a minor in economics by selecting two EC courses to satisfy their elective requirements.)

### **Furniture Management**

Students who successfully complete the Furniture Management Program will be well-qualified for professional careers in furniture and related industries. This unique program, which leads to the GBA degree, enables students to take general business coursework along with specialized classes in areas such as international business, management information systems, furniture production/wood technology and/or interior design. Our graduates are prepared to work in such diverse areas as administrative management, sales, and production management. Students also have the opportunity to enhance their education with hands-on experience through participation in cooperative education at one of the many furniture companies throughout Mississippi and the nation.

### **General Business Administration**

The GBA curriculum is designed for students who desire a diversified rather than a specialized program in business. It offers flexibility, enabling students to secure additional training for specific career goals.

### **International Business**

The five-year double degree International Business program allows students to combine a traditional liberal arts background provided by a Bachelor of Arts degree in foreign languages, a career-focused background provided by a Bachelor of Business Administration degree, and on-the-job experience via a required internship with an international business. Worlds of opportunity exist for the graduate.

### **Management**

The BBA in management prepares graduates for opportunities in business and organizations of all sizes. Course offerings for management majors include topics in production management, human resources management, small business management, and entrepreneurship.

### **Management of Construction and Land Development**

This major is designed for students interested in managing businesses associated with real property construction, development, and management. Students are exposed to required activities related to land planning, financing, development and construction. Employment opportunities are found with residential builders, commercial contractors, developers and financial organizations. The student is prepared for entry level positions throughout the real estate and construction industries.

## **Marketing**

The BBA in Marketing provides students with a variety of career directions, including sales, marketing research, advertising, transportation, retailing, wholesaling, bank marketing, internet marketing, and international marketing.

## **Professional Golf Management**

The PGM Program, second program sanctioned by the PGA of America, prepares graduates for careers in the golf industry as Class A PGA professionals. Upon completion of the four and one-half year curriculum, students will receive a BBA degree in Marketing, will have completed sixteen months of practical work experience under Class A PGA golf professionals, and completed the PGA's Professional Golf Management Program.

## **Real Estate and Mortgage Financing**

This major prepares students for employment opportunities in residential and commercial brokerage, appraisal, commercial lending, property management and mortgage banking. Students are prepared to develop entrepreneurial careers in all areas of real estate brokerage, development and management.

## **Risk Management, Insurance, and Financial Planning**

This program offers the student a broad study of subjects related to the career fields of risk management, insurance, and financial planning, with emphasis on the professional educational requirements of these fields.

## Accounting

EN	1103	English Comp I	3
EN	1113	English Comp II	3
MA	1313	College Algebra	3
MA	1613	Business Calculus I	3
—	—	Lab Science	3
—	—	Lab Science	3
—	—	International Elective	3
CO	1003	Speech	3
—	—	Fine Art	3
—	—	Humanities	3
—	—	Humanities	3
PS	1113	American Government	3
—	—	Behavioral Science	3
BIS	1012	Introduction to Business Information Systems	2
ACC	2013	Principles of Financial Accounting	3
ACC	2023	Principles of Managerial Accounting	3
EC	2113	Principles of Macroeconomics	3
EC	2123	Principles of Microeconomics	3
BL	2413	Business Law	3
BQA	2113	Business Statistics I	3
BQA	3123	Business Statistics II	3
PHI	3013	Business Ethics	3
—	—	Writing Requirement	3
BL	3223	Law of Commercial Transactions	3
BIS	3233	Management Information Systems	3
FIN	3123	Financial Management	3
MKT	3013	Principles of Marketing	3
MGT	3114	Principles of Management and Production	4
MGT	3213	Organizational Communications	3
GB	4853	Business Policy	3
ACC	3003	Accounting Information Systems I	3
ACC	3023	Intermediate Accounting I	3
ACC	3033	Intermediate Accounting II	3
ACC	3053	Accounting Information Systems II	3
ACC	3013	Cost Accounting	3
ACC	4013	Income Tax I	3
ACC	4033	Auditing	3
—	—	Accounting Elective	3
—	—	Non-Business Elective	7
—	—	Free Elective	3
			124

## Banking and Finance

EN	1103	English Comp I	3
EN	1113	English Comp II	3
MA	1313	College Algebra	3
MA	1613	Business Calculus I	3
—	—	Lab Science	3
—	—	Lab Science	3
CO	1003	Speech	3
—	—	Fine Art	3
—	—	Humanities	3
—	—	Humanities	3
PS	1113	American Government	3
—	—	Behavioral Science	3
BIS	1012	Introduction to Business Information Systems	2
ACC	2013	Principles of Financial Accounting	3
ACC	2023	Principles of Managerial Accounting	3
EC	2113	Principles of Macroeconomics	3
EC	2123	Principles of Microeconomics	3
BL	2413	Business Law	3
BQA	2113	Business Statistics I	3
BQA	3123	Business Statistics II	3
BIS	3233	Management Information Systems	3
FIN	3113	Financial Systems	3
FIN	3123	Financial Management	3
MKT	3013	Principles of Marketing	3
MGT	3114	Principles of Management and Production	4
MGT	3213	Organizational Communications	3
GB	4853	Business Policy	3
FIN	4923	International Financial Management	3
FIN	3723	Financial Markets	3
FIN	4223	Intermediate Financial Management	3
FIN	4423	Investments	3
FIN	4243	Senior Seminar in Finance	3
—	—	Major Electives (Banking and Financial Services or Corporate Finance)	9
FIN	4011 or 4021	Internship Seminar –or- Career Prep. Seminar	1
—	—	Free Elective	3
—	—	Non-Business Electives	15
			124



## Business Information Systems

EN	1103	English Comp I	3
EN	1113	English Comp II	3
MA	1313	College Algebra	3
MA	1613	Business Calculus I	3
—	—	Lab Science	3
—	—	Lab Science	3
—	—	International Elective	3
CO	1003	Speech	3
—	—	Fine Art	3
—	—	Humanities Elective	3
—	—	Humanities Elective	3
PS	1113	American Government	3
—	—	Behavioral Science	3
BIS	1012	Introduction to Business Information Systems	2
ACC	2013	Principles of Financial Accounting	3
ACC	2023	Principles of Managerial Accounting	3
EC	2113	Principles of Macroeconomics	3
EC	2123	Principles of Microeconomics	3
BL	2413	Business Law	3
BQA	2113	Business Statistics I	3
BQA	3123	Business Statistics II	3
BIS	3233	Management Information Systems	3
FIN	3113	Financial Systems	3
FIN	3123	Financial Management	3
MKT	3013	Principles of Marketing	3
MGT	3114	Principles of Management and Production	4
MGT	3213	Organizational Communications	3
GB	4853	Business Policy	3
BIS	1733	Visual Basics Applications	3
BIS	1753	Intro. to Business COBOL	3
BIS	3523	Advanced Languages I	3
BIS	3753	Business Database Systems	3
BIS	4753	Systems Analysis	3
BIS	4763	Ecommerce Seminar	3
—	—	Information Systems Electives	6
CSE	—	Computer Science Electives	6
—	—	Computer Related Elective	6
—	—	Non-Business Electives	4
			124

## Economics

EN	1103	English Comp I	3
EN	1113	English Comp II	3
MA	1313	College Algebra	3
MA	1613	Business Calculus I	3
—	—	Lab Science	3
—	—	Lab Science	3
CO	1003	Speech	3
—	—	Fine Art	3
—	—	Humanities	3
—	—	Humanities	3
PS	1113	American Government	3
—	—	Behavioral Science	3
BIS	1012	Introduction to Business Information Systems	2
ACC	2013	Principles of Financial Accounting	3
ACC	2023	Principles of Managerial Accounting	3
EC	2113	Principles of Macroeconomics	3
EC	2123	Principles of Microeconomics	3
BL	2413	Business Law	3
BQA	2113	Business Statistics I	3
BQA	3123	Business Statistics II	3
BIS	3233	Management Information Systems	3
FIN	3113	Financial Systems	3
FIN	3123	Financial Management	3
MKT	3013	Principles of Marketing	3
MGT	3114	Principles of Management and Production	4
MGT	3213	Organizational Communications	3
GB	4853	Business Policy	3
EC	3113	Intermediate Macroeconomics	3
EC	3123	Intermediate Microeconomics	3
EC	—	Economics International Elective	3
EC	4643	Economic Forecasting and Analysis	3
—	—	Economics Electives	9
—	—	Free Electives	10
—	—	Non-Business Electives	12
			124

## General Business Administration

EN	1103	English Comp I	3
EN	1113	English Comp II	3
MA	1313	College Algebra	3
MA	1613	Business Calculus I	3
—	—	Lab Science	3
—	—	Lab Science	3
CO	1003	Speech	3
—	—	Fine Art	3
—	—	Humanities	3
—	—	Humanities	3
PS	1113	American Government	3
—	—	Behavioral Science	3
—	—	International Elective	3
BIS	1012	Introduction to Business Information Systems	2
ACC	2013	Principles of Financial Accounting	3
ACC	2023	Principles of Managerial Accounting	3
EC	2113	Principles of Macroeconomics	3
EC	2123	Principles of Microeconomics	3
BL	2413	Business Law	3
BQA	2113	Business Statistics I	3
BQA	3123	Business Statistics II	3
BIS	3233	Management Information Systems	3
FIN	3113	Financial Systems	3
FIN	3123	Financial Management	3
MKT	3013	Principles of Marketing	3
MGT	3114	Principles of Management and Production	4
MGT	3213	Organizational Communications	3
GB	4853	Business Policy	3
—	—	1 <sup>st</sup> Major Area	12
—	—	2 <sup>nd</sup> Major Area	6
—	—	3 <sup>rd</sup> Major Area	6
—	—	Free Electives	3
—	—	Non-Business Electives	13
			124

## GBA - Furniture Management Track

EN	1103	English Comp I	3
EN	1113	English Comp II	3
MA	1313	College Algebra	3
MA	1613	Business Calculus I	3
—	—	Lab Science	3
—	—	Lab Science	3
—	—	International Elective	3
CO	1003	Speech	3
—	—	Fine Art	3
—	—	Humanities	3
—	—	Humanities	3
PS	1113	American Government	3
—	—	Behavioral Science	3
BIS	1012	Introduction to Business Information Systems	2
ACC	2013	Principles of Financial Accounting	3
ACC	2023	Principles of Managerial Accounting	3
EC	2113	Principles of Macroeconomics	3
EC	2123	Principles of Microeconomics	3
BL	2413	Business Law	3
BQA	2113	Business Statistics I	3
BQA	3123	Business Statistics II	3
BIS	3233	Management Information Systems	3
FIN	3113	Financial Systems	3
FIN	3123	Financial Management	3
MKT	3013	Principles of Marketing	3
MGT	3114	Principles of Management and Production	4
MGT	3213	Organizational Communications	3
GB	4853	Business Policy	3
FP	1103	Wood Technology	3
FP	4223	Furniture Production I	3
FP	4233	Furniture Production II	3
MGT	3333	Field Studies in Entrepreneurship	3
—	—	Upper-level MGT Electives	6
—	—	Supporting Area Electives	6
—	—	Free Electives	6
—	—	Non-Business Electives	10
			124

International Business			
EN	1103	English Comp I	3
EN	1113	English Comp II	3
EN	_____	EN 2273 or EN 2283	3
MA	1313	College Algebra	3
MA	1613	Business Calculus I	3
—	_____	Life Science and Lab	3
IB	1001	Introduction to International Business	1
—	_____	Physical Science and Lab	4
CO	1003	Speech	3
—	_____	Fine Art	3
HI	_____	HI 1223 or HI 1173	3
HI	_____	History Elective 3000+	3
PS	_____	Political Science-PS 1313 or PS 1513	3
—	_____	Social Science Elective 3000+	3
AN	1143	Cultural Anthropology	3
GR	1123	World Geography	3
BIS	1012	Introduction to Business Information Systems	2
FLF/G/S		Elementary FLF/G/S 1114 and 1124	8
FLF/G/S		Intermediate FLF/G/S 2133 and 2143	6
PHI	3013	Business Ethics	3
ACC	2013	Principles of Financial Accounting	3
ACC	2023	Principles of Managerial Accounting	3
EC	2113	Principles of Macroeconomics	3
EC	2123	Principles of Microeconomics	3
BL	2413	Business Law	3
ST	2113	Statistics for Behavioral Science	3
BIS	3233	Management Information Systems	3
FIN	3123	Financial Management	3
MKT	3013	Principles of Marketing	3
MGT	3114	Principles of Management and Production	4
MGT	3213	Organizational Communications	3
GB	4853	Business Policy	3
—	_____	Business Functional Area	12
—	_____	International Business Electives	13
FLF/G/S		Bus. Lang. FLF/G/S 3313 and 3323	6
FLF/G/S		Civilization FLF/G/S 3143	3
FLF/G/S		Literature FLF/G/S 3523	3
—	_____	Foreign Language Elective	3
FLF/G/S		Advanced Language 3114 and 3124	8
IB	4903	Internship Academic Report	3
IB	3900	Internship Work	0
			154

## Management

EN	1103	English Comp I	3
EN	1113	English Comp II	3
MA	1313	College Algebra	3
MA	1613	Business Calculus I	3
—	—	Lab Science	3
—	—	Lab Science	3
—	—	International Elective	3
CO	1003	Speech	3
—	—	Fine Art	3
—	—	Humanities	3
—	—	Humanities	3
PS	1113	American Government	3
—	—	Behavioral Science	3
BIS	1012	Introduction to Business Information Systems	2
ACC	2013	Principles of Financial Accounting	3
ACC	2023	Principles of Managerial Accounting	3
EC	2113	Principles of Macroeconomics	3
EC	2123	Principles of Microeconomics	3
BL	2413	Business Law	3
BQA	2113	Business Statistics I	3
BQA	3123	Business Statistics II	3
BIS	3233	Management Information Systems	3
FIN	3113	Financial Systems	3
FIN	3123	Financial Management	3
MKT	3013	Principles of Marketing	3
MGT	3114	Principles of Management and Production	4
MGT	3213	Organizational Communications	3
GB	4853	Business Policy	3
MGT	3513	Introduction to Human Resource Management	3
MGT	3813	Organizational Behavior	3
MGT	4153	Organizational Theory	3
—	—	CO 3833, 3293, 3803 or SO 3913 or PSY 4523	3
—	—	Human Resources or Entrepreneurship Track	9
—	—	Free Electives	4
—	—	Non-Business Electives	15
			124

## Management of Construction and Land Development

EN	1103	English Comp I	3
EN	1113	English Comp II	3
MA	1313	College Algebra	3
MA	1613	Business Calculus I	3
—	—	Lab Science	3
—	—	Lab Science	3
—	—	International Elective	3
CO	1003	Speech	3
—	—	Fine Art	3
—	—	Humanities Elective	3
—	—	Humanities Elective	3
PS	1113	American Government	3
—	—	Behavioral Science	3
BIS	1012	Introduction to Business Information Systems	2
ACC	2013	Principles of Financial Accounting	3
ACC	2023	Principles of Managerial Accounting	3
EC	2113	Principles of Macroeconomics	3
EC	2123	Principles of Microeconomics	3
BL	2413	Business Law	3
BQA	2113	Business Statistics I	3
BQA	3123	Business Statistics II	3
BIS	3233	Management Information Systems	3
FIN	3113	Financial Systems	3
FIN	3123	Financial Management	3
MKT	3013	Principles of Marketing	3
MGT	3114	Principles of Management and Production	4
MGT	3213	Organizational Communications	3
GB	4853	Business Policy	3
ABE	1073	Agricultural Mechanics	3
ABE	4383	Building Construction	3
EG	1143	Graphic Communication	3
LA	3713	Landscape Contracting I *	3
LA	4724	Landscape Contracting II	4
LA	4733	Landscape Contracting III	3
BL	4253	Real Estate Law	3
REM	3333	Principles of Real Estate	3
REM	3253	Real Property Evaluation	3
REM	3353	Real Estate Finance	3
—	—	MCL Elective	3
—	—	Free Elective	6
			124

## Marketing

EN	1103	English Comp I	3
EN	1113	English Comp II	3
MA	1313	College Algebra	3
MA	1613	Business Calculus I	3
—	—	Lab Science	3
—	—	Lab Science	3
CO	1003	Speech	3
—	—	Fine Art	3
—	—	Humanities Elective	3
—	—	Humanities Elective	3
—	—	International Elective	3
PS	1113	American Government	3
—	—	Behavioral Science	3
BIS	1012	Introduction to Business Information Systems	2
ACC	2013	Principles of Financial Accounting	3
ACC	2023	Principles of Managerial Accounting	3
EC	2113	Principles of Macroeconomics	3
EC	2123	Principles of Microeconomics	3
BL	2413	Business Law	3
BQA	2113	Business Statistics I	3
BQA	3123	Business Statistics II	3
BIS	3233	Management Information Systems	3
FIN	3113	Financial Systems	3
FIN	3123	Financial Management	3
MKT	3013	Principles of Marketing	3
MGT	3114	Principles of Management and Production	4
MGT	3213	Organizational Communications	3
GB	4853	Business Policy	3
MKT	4413	Consumer Analysis and Behavior	3
MKT	4533	Marketing Research	3
MKT	4813	Marketing Management	3
—	—	MKT Electives	12
—	—	Free Electives	6
—	—	Non-Business Electives	13
			124



## Professional Golf Management

EN	1103	English Comp I	3
EN	1113	English Comp II	3
MA	1313	College Algebra	3
MA	1613	Business Calculus	3
—	— <sub>3</sub>	Science with a lab	3
BIO	1023	Plants and Humans	3
CO	1003	Speech	3
LA	1803	Landscape Architecture Appreciation	3
—	—	Humanities Elective	3
—	—	Humanities Elective	3
—	—	International Elective	3
PS	1113	American Government	3
—	—	Behavioral Science	3
BIS	1012	Introduction to Business Information Systems	2
ACC	2013	Principles of Financial Accounting	3
ACC	2023	Principles of Managerial Accounting	3
EC	2113	Principles of Macroeconomics	3
EC	2123	Principles of Microeconomics	3
BL	2413	Business Law	3
BQA	2113	Business Statistics I	3
BQA	3123	Business Statistics II	3
BIS	3233	Management Information Systems	3
FIN	3113	Financial Systems	3
FIN	3123	Financial Management	3
MKT	3013	Principles of Marketing	3
MGT	3114	Principles of Management and Production	4
MGT	3213	Organizational Communications	3
GB	4853	Business Policy	3
MKT	2311	PGM Level II Seminar	1
MKT	3213	Retailing	3
MKT	4413	Consumer Analysis and Behavior	3
MKT	4533	Marketing Research	3
MKT	4233	Golf Merchandising Management	3
—	—	MKT Electives	9
HE	3283	Food Service Organization and Management	3
LA	3603	Design of Golf Environment	3
MGT	3513	Introduction to Human Resource Management	3
PSS	4414	Turf Management	4
MKT	2990	PGM Freshmen Seminar	1
MKT	2990	PGM Freshmen Seminar	1
—	—	Non-Business Electives	3
			124

(5 Semesters of Co-Op and completion of three levels of the GPTP are also required)

## Real Estate and Mortgage Financing

EN	1103	English Comp I	3
EN	1113	English Comp II	3
MA	1313	College Algebra	3
MA	1613	Business Calculus I	3
—	—	Lab Science	3
—	—	Lab Science	3
CO	1003	Speech	3
—	—	Fine Art	3
—	—	Humanities Elective	3
—	—	Humanities Elective	3
—	—	International Elective	3
PS	1113	American Government	3
—	—	Behavioral Science	3
BIS	1012	Introduction to Business Information Systems	2
ACC	2013	Principles of Financial Accounting	3
ACC	2023	Principles of Managerial Accounting	3
EC	2113	Principles of Macroeconomics	3
EC	2123	Principles of Microeconomics	3
BL	2413	Business Law	3
BQA	2113	Business Statistics I	3
BQA	3123	Business Statistics II	3
BIS	3233	Management Information Systems	3
FIN	3113	Financial Systems	3
FIN	3123	Financial Management	3
MKT	3013	Principles of Marketing	3
MGT	3114	Principles of Management and Production	4
MGT	3213	Organizational Communications	3
GB	4853	Business Policy	3
REM	3333	Principles of Real Estate	3
REM	3253	Real Property Evaluation	3
REM	3353	Real Estate Finance	3
REM	4253	Mortgage Financing	3
BL	4253	Real Estate Law	3
—	—	Major Electives	6
—	—	Free Electives	4
—	—	Non-Business Electives	15
			124

## Risk Management, Insurance, and Financial Planning

EN	1103	English Comp I	3
EN	1113	English Comp II	3
MA	1313	College Algebra	3
MA	1613	Business Calculus I	3
—	—	Lab Science	3
—	—	Lab Science	3
CO	1003	Speech	3
—	—	Fine Art	3
—	—	Humanities Elective	3
—	—	Humanities Elective	3
—	—	International Elective	3
PS	1113	American Government	3
—	—	Behavioral Science	3
BIS	1012	Introduction to Business Information Systems	2
ACC	2013	Principles of Financial Accounting	3
ACC	2023	Principles of Managerial Accounting	3
EC	2113	Principles of Macroeconomics	3
EC	2123	Principles of Microeconomics	3
BL	2413	Business Law	3
BQA	2133	Business Statistics I	3
BQA	3123	Business Statistics II	3
BIS	3233	Management Information Systems	3
FIN	3113	Financial Systems	3
FIN	3123	Financial Management	3
MKT	3013	Principles of Marketing	3
MGT	3114	Principles of Management and Production	4
MGT	3213	Organizational Communications	3
GB	4853	Business Policy	3
INS	3103	Principles of Insurance	3
INS	4503	Risk Management	3
—	—	Major Electives	15
—	—	Free Electives	4
—	—	Non-Business Electives	15
			124

## Courses Commonly Taken by COBI Students to Fulfill University Core Requirements

### *Behavioral Sciences*

AN	1103	Introduction to Anthropology
PSY	1013	General Psychology
SO	1003	Introduction to Sociology
SO	1203	Marriage and Family

### *Fine Arts*

ARC	1013	Architectural Appreciation
ART	1113	Art Appreciation
CO	1503	Introduction to Theatre
LA	1803	Landscape Architecture Appreciation
MU	1113	History and Appreciation of Music
PE	1123	History and Appreciation of Dance
PSS	2343	Floral Design
TKI	2413	History and Appreciation of the Arts

### *Humanities Electives*

EN	2203	Introduction to Literature
EN	2213	English Literature I
EN	2223	English Literature II
EN	2243	American Literature I
EN	2253	American Literature II
EN	2273	World Literature
FL	1113	Elementary Foreign Language I
FL	1123	Elementary Foreign Language II
HI	1063	Early US History
HI	1073	Modern US History
HI	1213	Early Western World
HI	1223	Modern Western World
PHI	1103	Introduction to Philosophy
PHI	1113	Introduction to Logic
REL	1103	Introduction to Religion
REL	3213	World Religions

### *International Electives*

AN	1143	Introduction to Cultural Anthropology
BL	4273	International Business Law
EC	3513	Economic Systems
EC	4303	Theory of Economic Development
EC	4323	International Economic Relations
FIN	4923	International Financial Management
GR	1123	Introduction to World Geography
IB	3913	Principles of International Business
MKT	3933	International Marketing
MGT	4613	Cross-Cultural Management
PS	1313	Introduction to International Relations
PS	1513	Comparative Government

Six hours in any one foreign language

### *Sciences*

BIO	1023	Plants and Humans
BIO	1123	Animal Biology
GG	1113	Survey of Earth Sciences (with GG 1111)
PH	1013	Physical Science Survey (with PH 1011)
PH	1063	Descriptive Astronomy (with PH 1011)

**Refer to the *MSU Bulletin*, pages 14-15 for more options of MSU Core Curriculum courses.**

## ***DID YOU KNOW?***

**Accounting** majors are advised through the School of Accountancy. All student records are maintained in the School of Accountancy.

Job placement and career planning services are available for students through the **Career Center** (300 Montgomery Hall). Providing individual career and job counseling, furnishing career information, making placement referrals, arranging for employers to interview on campus, and organizing career outreach programs are services included in the scope of Career Services.

**The COBI-LAN Computer Lab** is open approximately 70 hours a week during semesters. Students may use the lab to work on class assignments and to access electronic mail.

The **Counseling Center** (201 YMCA Building) offers a variety of services free to all full-time students. These services include personal counseling, group counseling, and career counseling.

**Course Numbers** consist of four digits. The first digit indicates the classification level (lower level, upper level), and the last digit indicates the number of semester hours assigned to that course. For example, MKT 3123 is an upper level three-hour course.

Students are strongly encouraged to take their **English and Math** courses in succession until all requirements are completed

**The Learning Center** (267 Allen Hall) is available to help students improve their academic performance. The Center provides formal and informal academic services to a broad group of students, ranging from developmental to advanced tutorials. Many of these services allow students to make the transition to MSU an easier process.

**The Leo Seal Electronic Classroom** is a major instructional tool of the College of Business and Industry. Its computer stations are used to enrich classroom instruction, raise computer literacy, and illustrate computer concepts.

Students who are enrolled in only **one course** cannot drop it through the web registration system. They must fill out withdrawal papers in the COBI Academic Advising Center. Students who withdraw during the fall and/or spring semesters must apply for readmission at the Registrar's Office.

Each student has an assigned **RAC number** in order to use the telephone or web registration system. This number changes every semester. A student's RAC number may be placed on hold for the following reasons: registering for a schedule other than the one developed with the advisor, adding or dropping courses without the advisor's approval, and taking a course without the proper prerequisites and/or class standing.

To calculate **Quality Point Average**, divide total quality points earned by total hours attempted.

The office of **Student Support Services** (01 Montgomery Hall) provides supportive services for students with disabilities in order to facilitate active participation on campus. This office is also available to assist first-generation college students.

Students must have passed at least 60 hours to take **upper-level business courses**.

**COLLEGE OF BUSINESS AND INDUSTRY**  
**STUDENT ORGANIZATIONS**

**Accounting Advocates**

Ms. Lanna Miller, Advisor

The Accounting Advocates Program is a student-recruiting group within the School of Accountancy. The Advocates, along with the School of Accountancy Cabinet, serve as the School's ambassadors to the public. Advocates are involved with on-campus and off-campus recruiting events and other functions hosted by the School of Accountancy for prospective students, alumni, and prospective employers.

**American Marketing Association**

Drs. Robert and Melissa Moore, Advisors

The American Marketing Association is a national professional fraternity in marketing, sales management, and selling. Through its professional programs, such as guest speakers and career shadowing, and its sales projects, the American Marketing Association provides sound business and leadership training. The experience gained in the American Marketing Association assists in the development of qualified professionals entering sales, marketing, and other career paths.

**Associated Builders and Contractors Association**

Dr. William Hardin, Advisor

This student chapter provides a direct link with the commercial contracting industry. Speakers, meetings with the State Chapter, and interaction with industry leaders are provided.

**Association of Black Business Professionals**

Dr. Pearson Liddell, Advisor

The Association of Black Business Professionals promotes a networking system between black students and MSU faculty and alumni. The association also promotes academic excellence by providing tutorial programs for students. This association is also involved in various aspects of community service.

**Association of Information Technology Professionals**

Dr. Gary Templeton, Advisor

The purpose of the Association of Informational Technology Professionals is to bring together students who are interested in information systems. During meetings, this association discusses topics and brings in speakers from the information systems field.



### Beta Alpha Psi

Dr. Mark Lehman, Advisor

Beta Alpha Psi is a national scholastic and professional society whose primary objective is to encourage and give recognition to scholastic and professional excellence in the field of accounting. Beta Alpha Psi membership is one of the highest honors in the College of Business and Industry. Furthermore, the society has over 100,000 members in the professional field.

### Beta Gamma Sigma

Dr. Rebecca Long, Advisor

Beta Gamma Sigma is an honorary organization available only through Colleges of Business that are accredited through the International Association for Management Education. The main goal of the organization is for faculty to honor students with the highest academic achievements.

### COBI Ambassadors

Miss. Emily Keith and Mrs. Courtney Altizer, Advisors

The COBI Ambassadors recruit students and promote the College of Business and Industry. The Ambassadors also help the COBI Academic Advising Center advise all freshmen in the College of Business & Industry and students majoring in General Business Administration. To be eligible for the Ambassador program, a student must have a 3.0 GPA and be a standing junior or senior.

### COBI Council of Student Organizations

Dr. Sara Freedman, Advisor

The COBI Council of Student Organizations is the coordinating body for all professional and honorary organizations in the College. Presidents and Advisors of all organizations meet on a monthly basis to share information on activities and programs and to discuss joint projects such as Adopt-a-Family, Homecoming and COBI Town Hall meetings. Presently, there are 21 COBI student organizations.

### Economics Club – Omicron Delta Epsilon

Dr. Randy Campbell, Advisor

The Association of Economic Scholars is open to all students who have an interest in economics regardless of their major. This association is a chapter of the international economics honor society. This association also sponsors a series of seminars and social activities designed to enrich classroom experiences.

### Financial Management Association

Dr. Larry White, Advisor

The student chapter of FMA is an extremely active chapter that has received a number of awards. Chapter activities, which include professional, social, and service activities, provide members with the opportunities to meet finance professionals, gaining insights into career opportunities.

### Gamma Iota Sigma

Dr. Eddie Duett, Advisor

Gamma Iota Sigma is a professional fraternity organized to promote, encourage and sustain student interest in insurance, risk management and actuarial science. This fraternity also encourages high moral and scholastic attainments, and facilitates the interaction and cooperation of educational institutions, industry, and professional organizations.

### IMA Accounting Society

Dr. Frances McNair, Advisor

The Accounting Society is the MSU student chapter of the Institute of Management Accountants (IMA). The organization is designed to promote opportunities in accounting and to give students a chance to meet other students with the same interests. The Accounting Society is open to all majors.

### International Business Club

Mr. John Lox, Advisor

The main purpose of the IB Club is to engage students in all things international and enhance their knowledge of world events. Meetings have returning interns speaking of their experiences at work, study abroad participants relating their cultural experiences, and senior level executives speaking on the importance of international in their businesses. Academic mentoring is supported here. All MSU students are encouraged to join.

### Mu Kappa Tau

Dr. Melissa Moore, Advisor

Mu Kappa Tau is a student organization limited to students majoring in Marketing. Its main purpose is to recognize and encourage individuals seeking a life-long commitment to an exceptional standard of ethics and achievement.

### National Association of Homebuilders

Dr. William Hardin, Advisor

The club is affiliated with the National Association of Homebuilders and creates links between the university and the residential construction and development communities. Local and national activities are provided.

### PGM Club

Mr. Jeff Adkerson, Advisor

The PGM Club is open to all PGM students. The club hosts guest speakers from all aspects of the golf industry. The club also coordinates golf tournaments and is in charge of community service projects.

### Phi Beta Lambda

Dr. Connie Forde, Contact

PBL is a dynamic organization of students preparing for success as leaders in business, government, education, and communities. The mission of PBL is to bring business and education together in a positive working relationship through innovative leadership development programs

### Rho Epsilon

Dr. William Hardin, Advisor

The Real Estate club is an organization dedicated to the merger of education and practice. The organization sponsors monthly business speakers and social activities. The group is primarily focused on brokerage and appraisal issues.

### Society for Human Resource Management

Dr. Tim Barnett, Advisor

SHRM is the leading voice of the human resource profession. SHRM provides education and information services, conferences, and seminars, government and media representation, online services and publications to more than 150,000 professional and student members throughout the world. As members of SHRM, students will learn about the “real world” of human resource management through publications and educational opportunities.

## REFERENCE GUIDE

(662 area code)

Accountancy, School of	McCool Hall	325-3710
Admissions	101 Montgomery	325-2224
Career Center	300 Montgomery	325-3344
Cashier's Office	Garner Hall	325-2071
COBI Academic Advising Center	McCool Hall	325-1890
COBI-LAN Computer Lab	McCool Hall	325-7788
Cooperative Education Program	222 Walker	325-3823
Counseling Center, Student	3rd Floor - YMCA	325-2091
Enrollment Services	101 Montgomery	325-3076
Finance and Economics	McCool Hall	325-2341
Financial Aid	Garner Hall	325-2450
Holds & Net ID	Garner Hall	325-3131
Honors Program	45 Magruder St.	325-2522
Housing	Herbert Hall	325-3557
Information Desk	Colvard Union	325-3342
International Business Office	McCool Hall	325-1996
International Services Office	15 Morgan Avenue	325-8186
Learning Center	267 Allen Annex	325-2957
Library	Hardy Road	325-3060
Library Hours		325-8760
Management & Information Systems	McCool Hall	325-3928
Marketing, Quantitative Analysis, & Business Law	McCool Hall	325-3163
Meridian Campus		601-484-0153
Professional Golf Management	McCool Hall	325-3161
Registrar's Office	Garner Hall	325-2022
Student Health Center	Hardy Road	325-2431
Student Support Services	01 Montgomery	325-3335
Telephone Registration System (INFO-Line)		325-4636

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