

# BUSINESS

## Faculty

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The Division of Business is dedicated to two educational goals: academic and vocational. Therefore, the division offers associate degrees and certificate programs in business, and credit and noncredit continuing education in business.

The Division of Business is committed to providing programs parallel to the first two years of those offered in four year business schools and promotes the opportunity for individuals to achieve degrees beyond the associate degree on campus. In this pursuit, the division offers the associate of business degree.

The Division of Business offers associate of applied science degrees and certificate programs to develop vocational proficiency to qualify individuals for responsible and productive positions in business and government and to retrain individuals for current and new positions.

The Division of Business recognizes the need for a community environment in which there exists an opportunity for educational growth. Therefore, the division is dedicated to providing continuing business education to enhance skills and knowledge for members of the community.

The Division of Business recognizes a changing business environment and changing technology. Therefore, the division is committed to innovation in course design, instructional methods, and integration of appropriate equipment in the curricula.

## Associate of Business Degree Business Administration

The business administration program is designed to acquaint the student with the role of business in society while keeping individual courses in focus with business methods, practices and techniques. Students may build upon this background to pursue a four-year degree in a field of specialization such as advertising, finance, insurance, labor relations, management, marketing, or statistics.

This is a transfer degree.

### (Recommended Curriculum)

General Education (Minimum 32 credits)	Credits
General education coursework can be completed from within or outside of the major field of study.	
1. Exploration and Participation	
Laboratory science .....	8
MATH 2350 Business Calculus I .....	4
MATH 2355 Business Calculus II .....	4
(*16 credits allowed in this field of study)	
2. Communication	
CO/M 1010 Public Speaking .....	3
ENGL 1010 English I: Composition .....	3
ENGL 1020 English II: Composition .....	3
3. Relationship with the World	
ECON 1010 Principles of Macroeconomics .....	3
U.S. and Wyoming constitutions .....	1-3
Cultural environment .....	3

4. General Education Electives  
    Must be chosen from areas 1, 2, or 3 above;  
    \*no more than 15 credits in any one area.
5. Physical Education .....1

### Major Requirements

ACCT	2010	Principles of Accounting I .....	4
ACCT	2020	Principles of Accounting II .....	4
BADM	2010	Business Law I .....	3
ECON	1020	Principles of Microeconomics .....	3
IMGT	2400	Intro to Information Management .....	3
MGT	2100	Principles of Management .....	3
MKT	2100	Principles of Marketing .....	3
STAT	2050	Fundamentals of Statistics .....	or
STAT	2070	Intro Statistics for Social Science .....	5

A minimum of 64 approved semester credits are required for graduation. For specific graduation requirements see "Academic Policies" and "Degree Requirements."

ONLY COURSES NUMBERED 1000 OR ABOVE CAN BE USED TOWARD THE ASSOCIATE OF BUSINESS DEGREE.

## Associate of Applied Science Degree Entrepreneurship

The Associate of Applied Science in Entrepreneurship is designed to prepare the student for success in starting their own business or playing a critical role in an established business. Beyond assisting students in starting their own business, the entrepreneurship degree will prepare students for entry level positions as an analyst, sales representative, market researcher, personal financial advisor, etc.

This is a nontransfer degree.

### (Recommended Curriculum)

General Education (Minimum 17 credits)	Credits
General education coursework can be completed from within or outside of the major field of study.	
1. Exploration and Participation	
MATH 1000 Problem Solving or higher .....	3
2. Communication	
CO/M 1010 Public Speaking .....	3
ENGL 1010 English I: Composition .....	3
3. Relationship with the World (One course minimum)	
Human behavior	
U.S. and Wyoming constitutions .....	1-3
Cultural environment	
4. General Education Electives	
Must be chosen from areas 1, 2, or 3 above.	
5. Physical Education .....	1

### Major Requirements

ACCT	2010	Principles of Accounting I .....	4
ACCT	2020	Principles of Accounting II .....	or
ACCT	2450	Cost Accounting .....	3-4
ACCT	2430	Income Tax .....	or
ACCT	2460	Payroll Accounting .....	3
BADM	1020	Business Communications .....	3

BADM	1025	Entrepreneurial Finance	3
BADM	2010	Business Law I	3
BADM	2040	e-commerce	3
BADM	2195	Entrepreneurship	3
BADM	2245	Real Estate Law	3
BADM	2350	Commercial Law	3
BUSN	2000	International Business	3
IMGT	2400	Intro to Information Management	3
MGT	2100	Principles of Management	3
MKT	1000	Sales	or
MKT	1300	Advertising	or
MKT	2100	Principles of Marketing	3
		Electives in field of interest to be selected in consultation with advisor	3-5

A minimum of 64 approved semester credits are required for graduation. For specific graduation requirements see "Academic Policies" and "Degree Requirements."

## Associate of Applied Science Degree Management

Students who major in management are trained in a wide variety of skills ranging from management and accounting to marketing and spreadsheets. This training gives students excellent opportunities to pursue entry level management jobs in business.

This is a nontransfer degree.

### (Recommended Curriculum)

General Education (Minimum 17 credits) Credits

General education coursework can be completed from within or outside of the major field of study.

1. Exploration and Participation
  - BADM 1005 Business Mathematics I ..... 3
  - MATH 1000 Problem Solving or higher ..... 3
2. Communication
  - CO/M 1010 Public Speaking ..... 3
  - ENGL 1010 English I: Composition ..... 3
3. Relationship with the World (One course minimum)
  - Human behavior
  - U.S. and Wyoming constitutions..... 1-3
  - Cultural environment
4. General Education Electives
  - Must be chosen from areas 1, 2, or 3 above.
5. Physical Education ..... 1

### Major Requirements

ACCT	2010	Principles of Accounting I	4
ACCT	2020	Principles of Accounting II	4
BADM	2010	Business Law I	3
BADM	2340	Business Organizations and Government Regulations	3
CMA	2220	Spreadsheets for Management	3
CO/M	1030	Interpersonal Communication	3
IMGT	2400	Intro to Information Management	3
MGT	1000	Introduction to Supervision	or
MGT	1200	Human Resources Management	2-3
MGT	2100	Principles of Management	3
MKT	2100	Principles of Marketing	3

### Select 15-16 credits from the following electives

BADM	1025	Entrepreneurial Finance	3
BADM	1030	Personal Finance	3
BADM	2100	Small Business Practices	or
BADM	2195	Entrepreneurship	2-3
BADM	2030	Business Ethics	3
BADM	2040	e-commerce	3
BADM	2245	Real Estate Law	3
BADM	2350	Commercial Law	3
BUSN	2000	International Business	3
MGT	2010	Conflict Management	3
MGT	2110	Organizational Behavior	3
MGT	2150	Leadership	3
MKT	1000	Sales	or
MKT	1300	Advertising	3

A minimum of 64 approved semester credits are required for graduation. For specific graduation requirements see "Academic Policies" and "Degree Requirements."

## Associate of Applied Science Degree Leadership and Organizational Management

The Associate of Applied Science in Leadership teaches key organizational leadership elements such as ethics, motivation, creativity, vision, strategic planning, customer service and organizational development. The leadership degree will not only provide effective leadership skills for students wishing to lead an organization, but will also assist students in working with and understanding the leadership styles of other organizational leaders.

This is a nontransfer degree.

### (Recommended Curriculum)

General Education (Minimum 17 credits) Credits

General education coursework can be completed from within or outside of the major field of study.

1. Exploration and Participation
  - MATH 1000 Problem Solving or higher ..... 3
2. Communication
  - CO/M 1010 Public Speaking ..... 3
  - ENGL 1010 English I: Composition ..... 3
3. Relationship with the World (One course minimum)
  - Human behavior
  - SOC 1000 Introduction to Sociology ..... 3
  - U.S. and Wyoming constitutions..... 3
  - Cultural environment
4. General Education Electives
  - Must be chosen from areas 1, 2, or 3 above.
5. Physical Education ..... 1

### Major Requirements

ACCT	2010	Principles of Accounting I	4
ACCT	2020	Principles of Accounting II	4
BADM	2010	Business Law I	3
BADM	2030	Business Ethics	3
BADM	2340	Business Organizations and Government Regulations	3

BUSN	2000	International Business .....	3
ECON	1010	Macroeconomics .....	or
ECON	1020	Microeconomics .....	3
IMGT	2400	Intro to Information Management .....	3
MGT	2010	Conflict Management .....	3
MGT	2050	Leading Organizational Change.....	3
MGT	2100	Principles of Management.....	3
MGT	2110	Organizational Behavior .....	3
MGT	2150	Leadership.....	3
MKT	2100	Principles of Marketing .....	3
		Electives .....	3

A minimum of 64 approved semester credits are required for graduation. For specific graduation requirements see "Academic Policies" and "Degree Requirements."

### Associate of Science Degree Management Information Systems

The recommended curriculum emphasizes the skills needed to manage the complete information systems of a company. The management of information systems program will give students a wide range of knowledge in all the critical skills: programming, systems development, database design, accounting and marketing. This is a transfer degree.

#### (Recommended Curriculum)

General Education (Minimum 32 credits)	Credits
General education coursework can be completed from within or outside of the major field of study.	
1. Exploration and Participation	
Laboratory science .....	4
MATH 2200 Calculus I and	
MATH 2205 Calculus II .....	or
MATH 2350 Business Calculus I and	
MATH 2355 Business Calculus II .....	8-10
2. Communication	
ENGL 1010 English I: Composition .....	3
ENGL 1020 English II: Composition .....	3
3. Relationship with the World	
Human behavior .....	3
U.S. and Wyoming constitutions.....	3
Cultural environment .....	3
4. General Education Electives	
Must be chosen from areas 1, 2, or 3 above;	
no more than 15 credits in any one area.	
5. Physical Education .....	1

#### Major Requirements

ACCT	2010	Principles of Accounting I .....	4
ACCT	2020	Principles of Accounting II .....	4
BADM	2010	Business Law .....	3
COSC	1030	Computer Science I.....	4
COSC	2030	Computer Science II.....	4
COSC	2210	Business Data Processing I .....	3
COSC	2220	Business Data Processing II .....	3

COSC	2240	Systems Analysis and Design .....	3
IMGT	2400	Intro to Information Management .....	3
MGT	2100	Principles of Management .....	3
MKT	2100	Principles of Marketing .....	3

All classes in the major must be passed with a "C" or better.

A minimum of 64 approved semester credits are required for graduation. For specific graduation requirements see "Academic Policies" and "Degree Requirements."

ONLY COURSES NUMBERED 1000 OR ABOVE CAN BE USED TOWARD THE ASSOCIATE OF SCIENCE DEGREE.

### Associate of Business Degree Pre-Law (Business)

See Pre-Professional section for recommended curriculum.

### Associate of Science Degree Construction Management

See Construction Technology section for recommended curriculum.

### Associate of Applied Science Degree Retail Merchandising

The Associate of Applied Science in Retail Merchandising is designed to provide students with a foundation in merchandising, management, and retailing principles. The core courses combined with the general education classes enable students to pursue a career in a variety of retail and merchandising outlets. The degree also prepares students to become part of a manager trainee program with major retailers.

This is a nontransfer degree.

#### (Recommended Curriculum)

General Education (Minimum 17 credits)	Credits
General education coursework can be completed from within or outside of the major field of study.	
1. Exploration and Participation	
BADM 1005 Business Mathematics I .....	3
2. Communication	
ENGL 1010 English I: Composition .....	3
ENGL 1020 English II: Composition .....	or
BADM 1020 Business Communications.....	3
CO/M 1010 Public Speaking .....	3
3. Relationship with the World (One course minimum)	
Human behavior	
U.S. and Wyoming constitutions.....	1-3
Cultural environment	
4. General Education Electives	
Must be chosen from areas 1, 2, or 3 above.	
5. Physical Education .....	1

#### Major Requirements

ACCT	1905	Practical Accounting I .....	or
ACCT	2010	Principles of Accounting I .....	4
BADM	1000	Introduction to Business .....	or

MGT	2100	Principles of Management.....	3
BADM	2010	Business Law I.....	3
BADM	2100	Small Business Practices.....	2
BADM	2340	Business Organizations and Government Regulations.....	or
BADM	2350	Commercial Law.....	3
BUSN	2010	International Business Practices Firm.....	3
IMGT	2400	Intro to Information Management.....	3
MGT	1000	Introduction to Supervision.....	or
BADM	1100	Human Resource Hospitality Management.....	2-3
MKT	1000	Sales.....	3
MKT	1100	Retailing.....	3
MKT	2100	Principles of Marketing.....	3
MKT	2480	Cooperative Work Experience (Marketing) or electives.....	1-9
		Electives.....	6

A minimum of 64 approved semester credits are required for graduation. For specific graduation requirements see "Academic Policies" and "Degree Requirements."

## Retail Merchandising Certificate

The retail merchandising certificate is designed for individuals with career interests in the retail management field. It is especially appropriate for those individuals employed in retailing who are seeking skills and knowledge that may prepare them for career advancement.

### (Certificate Requirements)

General Education		Credits	
ENGL	1010	English I: Composition.....	3

### Major Requirements

ACCT	1905	Practical Accounting I.....	4
BADM	1000	Introduction to Business.....	or
MGT	2100	Principles of Management.....	3
BADM	1005	Business Mathematics I.....	3
BADM	1020	Business Communications.....	3
BADM	2010	Business Law I.....	3
CO/M	1010	Public Speaking.....	3
MKT	1000	Sales.....	3
MKT	1100	Retailing.....	3
MKT	1300	Advertising.....	3
MKT	2480	Cooperative Work Experience (Marketing).....	1-3
		Keyboarding (Optional).....	1-3

For specific graduation requirements see "Academic Policies" and "Degree Requirements."