

# BUSINESS

## Faculty

Donnelly, Nolan, Oxley, Rauchfuss, Simon

The Department of Business is dedicated to both academic and vocational education. Therefore, the department offers associate degrees and certificate programs in business, and credit and noncredit continuing education in business.

The Department 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 department offers the associate of business degree.

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

The Department of Business recognizes a changing business environment and changing technology. Therefore, the department 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.	
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
CMAP 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.
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
HOSP 1570 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."