

COMPUTER APPLICATIONS AND BUSINESS TECHNOLOGY

Faculty

Marvel, Volpi

Associate of Applied Science Degree Office Management

Today's office managers must be expert in providing support activities to the business office. These activities include communications, software support, general business and management support, accounting or bookkeeping support, and industry support. Upon successful completion of the degree, students will have the technical, industry, and business skill for a professional office position in a variety of industries.

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
BOTK 1540 Business English 3
BADM 1020 Business Communications or
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 1905 Practical Accounting or
- ACCT 2010 Principles of Accounting I 4
- BADM 1000 Introduction to Business 3
- BADM 2010 Business Law I 3
- BADM 2030 Business Ethics 3
- BOTK 1655 Keyboarding Speed and Accuracy 1
- BOTK 1660 Document Formatting 2
- BOTK 1980 Cooperative Work Experience I 1
- CMAP 1510 Computer Literacy 3
- CMAP 1715 Word Processing 3
- CMAP 1765 Spreadsheet Applications 3
- CMAP 1815 Database Applications 3
- CMAP 2630 Presentation Graphics 2
- IMGT 2400 Intro to Information Management 3
- MGT 2100 Principles of Management 3
- Electives chosen in consultation with advisor 10

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."

Office Management Certificate (Certificate Requirements)

Credits

Major Requirements

- ACCT 1905 Practical Accounting I or
 - ACCT 2010 Principles of Accounting I 4
 - BADM 1000 Introduction to Business 3
 - BADM 1020 Business Communications 3
 - BOTK 1660 Document Formatting 2
 - CMAP 1715 Word Processing 3
 - CMAP 1765 Spreadsheet Applications 3
 - CMAP 1815 Database Applications 3
 - CMAP 2630 Presentation Graphics 2
 - Electives chosen in consultation with advisor 9
- All classes in the major must be passed with a "C" or better.
For specific graduation requirements see "Academic Policies" and "Degree Requirements."

Associate of Applied Science Degree Software Support Specialist

(Recommended Curriculum)

The recommended curriculum is designed to prepare students for employment in software support, help desk and end user support positions. This comprehensive program emphasizes the development of skills and the attainment of knowledge necessary to obtain a position in the different types of businesses using the latest systems and software. This is a nontransfer degree.

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
BOTK 1540 Business English 3
BADM 1020 Business Communications 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 4
- BOTK 1655 Keyboarding Speed and Accuracy 1
- BOTK 1660 Document Formatting 2
- BOTK 1955 Professional Development 3
- BOTK 1980 Cooperative Work Experience I or
- BOTK 2970 Internship: Help Desk 1-3
- CMAP 1510 Computer Literacy 3
- CMAP 1615 Operating Systems 2

CMAP 1715 Word Processing.	3
CMAP 1765 Spreadsheet Applications	3
CMAP 1815 Database Applications	3
CMAP 1855 Desktop Publishing II	3
CMAP 1886 Outlook	1
CMAP 2630 Presentation Graphics	2
ELTR 2920 Small Computer Repair Techniques.	3.5
IMGT 2400 Intro to Information Management	3
INET 1510 Web Site Analysis	1
INET 1550 Introduction to the Internet	1
INET 1590 Web Page Design	3
Electives	1-3

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."

Software Application Certificate

The recommended business information systems curriculum at Casper College is designed to prepare students for employment in software application positions. This comprehensive program emphasizes the development of skills and the attainment of knowledge necessary to obtain a position in the different types of businesses using the latest systems and software.

(Certificate Requirements)

General Education	Credits
BADM 1005 Business Mathematics I	3
BADM 1020 Business Communications	3
BOTK 1540 Business English.	3

Major Requirements

ACCT 1905 Practical Accounting	4
BOTK 1655 Keyboarding Speed and Accuracy	1
BOTK 1660 Document Formatting	2
CMAP 1510 Computer Literacy	3
CMAP 1615 Operating Systems	2
CMAP 1715 Word Processing.	3
CMAP 1765 Spreadsheet Applications	3
CMAP 1886 Outlook	or
INET 1550 Introduction to the Internet	1
CMAP 2630 Presentation Graphics	or
INET 1590 Web Page Design	2-3

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

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