

AGRICULTURE, TECHNOLOGY, and BUSINESS DIVISION

Faculty

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Staff

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Associate of Science Degree with specialization in

Accounting or Business Administration
 Agriculture Business
 Agroecology
 Animal Science
 Range Management

Associate of Applied Science Degree

Business Management
 Business Office Technology –
 Administrative Assistant
 Business Office Technology –
 Network Technician
 Business Office Technology – Software
 Application Specialist
 Equine Business Management
 Equine Riding and Training
 Farm and Ranch Management
 Farrier Business Management
 Production Agriculture
 Travel and Tourism Management
 Welding Technology

One-Year Certificate Option

Business Office Technology – General
 Office/Clerical Skills
 Production Agriculture
 Welding Technology

Agriculture

Agriculture, in its broadest definition, is the nation's largest industry. Northwest College is located in a strong productive agriculture and agribusiness region. This provides both the obligation and the opportunity to offer technologically advanced and theoretically sound career preparation. The explosion of knowledge in production efficiency

enhancement has provided this nation the luxury of greater commodity production from constantly shrinking numbers of producers. To maintain this trend, we need more knowledgeable producers served by an increasing number of agriculture support services.

The richly interdisciplinary agriculture curriculum offers broad career preparation in fields related to animal agriculture, agronomy, and agricultural economics. Laboratory work is stressed in all programs to enhance academic training. Students develop critical thinking and problem solving skills through the practical application of science and business management principles to farming and ranching situations. Direct experience with cattle, sheep, swine and horses is provided at the Paul Stock Agricultural Pavilion and the Meat Processing Center. Feed and soil analysis combine experiences on college farm ground and in a modern laboratory. Case studies enhance the practical experiences of record keeping and analysis in modern computer laboratories.

Students considering a career in agriculture should prepare with a sound science and math foundation in high school. Serious assessment of career goals with an advisor will assist the student in proper selection of an appropriate program of study.

Agriculture Business

This specialization prepares students for careers in agribusiness or for transfer into agricultural business, agricultural economics and farm and ranch management programs. The field involves the application of business and economic principles to farming and ranching enterprises and related industries. Employment possibilities are available in businesses which process and market agricultural products and those which sell products and services to producers. Additional opportunities exist in the operation of farms and ranches or in lending institutions. Students must successfully complete core courses with a "C-" or better to meet specialization requirements. Students who are planning to transfer to a four-year program may need to have additional hours beyond the specialization requirements at Northwest College in order to transfer in as a junior. These students should consult with their advisor

and the appropriate four-year college catalog.

ASSOCIATE OF SCIENCE with specialization in AGRICULTURE BUSINESS

General Education Requirements

| Number and Title | Credits |
|---|---------|
| Students should refer to the Graduation Requirements on pages 23-26 | 24-27 |

Core Courses

| Number and Title | Credits |
|--|--------------|
| AGED 1010—Agricultural Economics I | 3 |
| AGED 2020—Farm/Ranch Business Management | 4 |
| AGRI 1010—Computers in Agriculture | 3 |
| or BMIS 2000—Computer Information Systems | 3 |
| ACCT 2010—Principles of Accounting I | 4 |
| or ACCT 1050—Practical Accounting | 3 |
| TOTAL | 13-14 |

Core Electives

Students must take three courses from the following list of approved courses.

| Number and Title | Credits |
|--|-------------|
| ANSC 1022—Animal Science I | 4 |
| ANSC 1024—Animal Science II | 4 |
| CROP 2000—Plants, Agriculture, Civilization | 4 |
| AECL 1000—Agroecology | 4 |
| AGED 1020—Agricultural Economics II | 3 |
| AGED 2010—Farm/Ranch Business Records | 3 |
| AGED 2300—Agricultural Marketing | 3 |
| AGED 2400—Farm Credit and Finance | 2 |
| AGED 2100—Advanced Computerized Agriculture Records Management | 2 |
| TOTAL | 7-12 |

General Electives selected in consultation with advisor

MINIMUM CREDITS FOR DEGREE = 64

Agriculture Education

For secondary education: to facilitate transfer to a four-year college as a junior, students planning to become middle school or high school teachers in agriculture are encouraged to complete both the Secondary Education specialization and at least a specialization in the subjects they plan to teach. Consult your advisor every semester when selecting courses.

Agroecology

This specialization is designed for students interested in the application and integration of biological and physical sciences to sustainable crop production. Students transfer into crop science or agronomy programs for careers in seed, fertilizer, and chemical industries or in crop production. Transfer into a soil science or ecology curriculum can lead to land management and natural resource management positions. Students must successfully complete core courses with a “C-” or better to meet specialization requirements. Students who are planning to transfer to a four-year program may need to have additional hours beyond the specialization requirements at Northwest College in order to transfer in as a junior. These students should consult with their advisor and the appropriate four-year college catalog.

Students who complete the Associate’s degree in Agroecology may apply to the University of Wyoming for the Bachelor’s degree in Agroecology. Interested students can continue at Northwest College to complete the third year requirements of the UW four-year program.

ASSOCIATE OF SCIENCE with specialization in AGROECOLOGY

General Education Requirements

| Number and Title | Credits |
|--|---------|
| Students should refer to the Graduation Requirements on pages 23-26..... | 24-27 |

Core Courses

| Number and Title | Credits |
|---|-----------|
| AECL 1000—Agroecology | 4 |
| AGEC 1010—Agricultural Economics I..... | 3 |
| SOIL 2100—Fundamentals of Soil Science | 4 |
| AGEC 2020—Farm/Ranch Business Management..... | 4 |
| TOTAL | 15 |

Core Electives

Students must take two courses from the following list of approved courses.

| Number and Title | Credits |
|--|---------|
| CROP 2000—Plants, Agriculture, Civilization..... | 4 |
| ENTO 1001—Insect Biology..... | 4 |
| CROP 2200—Forage Crop Science..... | 3 |

| | |
|--|------------|
| BMIS 2000—Computer Information Systems | 3 |
| or | |
| AGRI 1010—Computers in Agriculture..... | 3 |
| TOTAL | 6-8 |

General Electives selected in consultation with advisor..... 14-19

MINIMUM CREDITS FOR DEGREE = 64

Animal Science

The animal science curriculum provides a foundation in biological and physical sciences, augmented by applications to production in western environments. It prepares students to transfer into an advanced degree program in any of several options within animal science. Graduates find employment in feed and health product companies, livestock management and marketing, breed associations, government agencies, or the meat industry. Students must successfully complete core courses with a “C-” or better to meet specialization requirements. Students who are planning to transfer to a four-year program may need to have additional hours beyond the specialization requirements at Northwest College in order to transfer in as a junior. These students should consult with their advisor and the appropriate four-year college catalog.

ASSOCIATE OF SCIENCE with specialization in ANIMAL SCIENCE

General Education Requirements

| Number and Title | Credits |
|--|---------|
| Students should refer to the Graduation Requirements on pages 23-26..... | 24-27 |

Core Courses

| Number and Title | Credits |
|--|-----------|
| ANSC 1022—Animal Science I..... | 4 |
| ANSC 1024—Animal Science II..... | 4 |
| AGEC 1010—Agricultural Economics I..... | 3 |
| AGEC 2020—Farm/Ranch Business Management | 4 |
| TOTAL | 15 |

Core Electives

Students must take two courses from the following list of approved courses.

| Number and Title | Credits |
|-------------------------------------|---------|
| ANSC 1210—Livestock Judging I | 2 |

| | |
|--|------------|
| ANSC 2020—Feeds and Feeding | 4 |
| ANSC 2430—Comparative Anatomy/Physiology of Domestic Animals | 4 |
| AGRI 1010—Computers in Agriculture..... | 3 |
| RGMG 2000—Principles of Range Management..... | 3 |
| FDSC 2060—Fresh Meat Processing | 3 |
| TOTAL | 5-8 |

General Electives selected in consultation with advisor 14-20

MINIMUM CREDITS FOR DEGREE = 64

Range Management

The range management specialization is designed for transfer to range science, rangeland ecology, or renewable resource programs. It includes courses in applied plant, soil, and animal sciences. Graduates find positions in land management, range livestock management, and wildlife management. Students must successfully complete core courses with a “C-” or better to meet specialization requirements. Students who are planning to transfer to a four-year program may need to have additional hours beyond the specialization requirements at Northwest College in order to transfer in as a junior. These students should consult with their advisor and the appropriate four-year college catalog.

ASSOCIATE OF SCIENCE with specialization in RANGE MANAGEMENT

General Education Requirements

| Number and Title | Credits |
|--|---------|
| Students should refer to the Graduation Requirements on pages 23-26..... | 24-27 |

Core Courses

| Number and Title | Credits |
|---|-----------|
| AECL 1000—Agroecology | 4 |
| RGMG 1000—Introduction to Range Management..... | 1 |
| RGMG 2000—Principles of Range Management..... | 3 |
| SOIL 2100—Fundamentals of Soil Science..... | 4 |
| AGEC 2020—Farm/Ranch Business Management..... | 4 |
| TOTAL | 16 |

Core Electives

Students must take two courses from the following list of approved courses.

| Number and Title | Credits |
|----------------------------------|---------|
| ANSC 1022—Animal Science I..... | 4 |
| ANSC 1024—Animal Science II..... | 4 |

| | |
|--|---|
| ENTO 1001—Insect Biology..... | 4 |
| AGEC 1010—Agricultural Economics I..... | 3 |
| BMIS 2000—Computer Information Systems | 3 |
| or | |
| AGRI 1000—Computers in Agriculture..... | 3 |
| TOTAL 6-8 | |

General Electives selected in consultation with advisor..... 13-18

MINIMUM CREDITS FOR DEGREE = 64

**ASSOCIATE OF APPLIED SCIENCE
PRODUCTION AGRICULTURE**

Designed for individuals desiring to return to Production Agriculture after the two-year sequence. Many courses will meet transfer requirements.

Core Courses

| Number and Title | Credits |
|--|---------|
| AGEC 1010—Agriculture Economics I | 3 |
| AGEC 2010—Farm-Ranch Business Records..... | 3 |
| AGEC 2300—Agriculture Marketing..... | 3 |
| AGEC 2020—Farm-Ranch Business Management..... | 4 |
| or | |
| AGEC 2400—Farm Credit and Finance..... | 2 |
| AGRI 1010—Computers in Agriculture..... | 3 |
| ANSC 1022—Animal Science I..... | 4 |
| POLS 1000—American and Wyoming Government..... | 3 |
| or | |
| HIST 1210—United States History I..... | 3 |
| and | |
| HIST 1250—History of Wyoming | 3 |
| ENGL Freshman English | 6 |
| MATH Any College-Level Mathematics..... | 3 |
| Wellness Education..... | 2 |
| Humanities/Soc Sci/V & P Arts/Science .. | 6 |
| TOTAL 38-43 | |

Recommended Electives

| Number and Title | Credits |
|----------------------------|---------|
| Agriculture Electives..... | 15 |
| Related Electives..... | 12 |

TOTAL CREDITS FOR DEGREE = 64-68

**ASSOCIATE OF APPLIED SCIENCE
FARM AND RANCH MANAGEMENT**

General Education Requirements

| Number and Title | Credits |
|--|---------|
| Students should refer to the Graduation Requirements on pages 23-26..... | 20-23 |

Core Courses

| Number and Title | Credits |
|--|---------|
| ACCT 1050—Practical Accounting | 3 |
| or | |
| ACCT 2010—Accounting I..... | 3 |
| AGEC 2020—Farm-Ranch Business Management..... | 4 |
| AGEC 2100—Advanced Computerized Agriculture Records Management | 2 |
| AGEC 2400—Farm Credit and Finance..... | 2 |
| AGRI 1010—Computers in Agriculture..... | 3 |
| BADM 2100—Small Business Practices..... | 3 |
| AGEC 1010—Agricultural Economics | 3 |
| AGEC 2010—Farm-Ranch Business Records .. | 3 |
| AGEC 2300—Agricultural Marketing..... | 3 |
| AGTK 1530—Principles of Technology I..... | 3 |
| or | |
| AGTK 1540—Principles of Technology II ... | 3 |
| BADM 2010—Business Law | 3 |
| MKT 1000—Sales | 3 |
| TOTAL 35 | |

General Electives selected in consultation with advisor..... 9

MINIMUM CREDITS FOR DEGREE = 64

**ASSOCIATE OF APPLIED SCIENCE
FARRIER BUSINESS
MANAGEMENT**

General Education Requirements

| Number and Title | Credits |
|--|---------|
| Students should refer to the Graduation Requirements on pages 23-26..... | 20-23 |

Core Courses

| Number and Title | Credits |
|--|---------|
| ACCT 1050—Practical Accounting | 3 |
| or | |
| ACCT 2010—Accounting I..... | 3 |
| AGEC 2020—Farm-Ranch Business Management..... | 4 |
| AGEC 2100—Advanced Computerized Agriculture Records Management | 2 |
| AGEC 2400—Farm Credit and Finance..... | 2 |
| AGRI 1010—Computers in Agriculture..... | 3 |
| BADM 2100—Small Business Practices..... | 3 |
| EQST 1520—Horse Production I..... | 3 |
| EQST 1550—Equine Evaluation I..... | 2 |
| EQST 1680—Horse Handling and Behavior.. | 2 |
| EQST 1805—Farrier Science I..... | 2 |
| EQST 1810—Farrier Science II..... | 3 |
| EQST 1815—Production Shoeing I..... | 3 |
| EQST 1820—Production Shoeing II | 3 |
| Weld 1600—General Arc Welding..... | 2-3 |
| TOTAL 37 | |

General Electives selected in consultation with advisor..... 7-9

MINIMUM CREDIT FOR DEGREE = 64

**ONE-YEAR CERTIFICATE
AGRICULTURE PRODUCTION**

| Number and Title | Credits |
|---|---------|
| AGEC 2010—Farm-Ranch Business Records..... | 3 |
| AGEC 2300—Agricultural Marketing..... | 3 |
| AGEC 2400—Farm Credit and Finance..... | 2 |
| AGRI 1010—Computers in Agriculture..... | 3 |
| AGTK 1530—Principles of Technology I..... | 3 |
| or | |
| AGTK 1540—Principles of Technology II..... | 3 |
| ANSC 1022—Animal Science I | 4 |
| BADM 1005—Business Mathematics or equivalent..... | 3 |
| CROP Agronomy Elective..... | 3 |
| ENGL Freshman English..... | 3 |
| Agriculture Elective | 2-3 |
| Electives | 6 |
| TOTAL 35-36 | |

TOTAL CREDITS FOR DEGREE = 35-36

Business

The Business Department offers two-year transfer programs for students seeking a baccalaureate degree in the areas of Accounting, Business Administration and Travel and Tourism. In conjunction with the specialization described for graduation from Northwest College, students should work closely with an advisor from the Business Department in designing their transfer program. Many courses in a two-year program require prerequisites; please refer to the course descriptions section at the back of this catalog for this information.

**Accounting or Business
Administration**

This specialization provides students who wish to concentrate in the study of Accounting or Business Administration with course work that is a common basis for advanced study and/or careers in the world of business. Students who study in this area typically seek degrees at senior institutions in the fields of Accounting, Finance, Management, Marketing and Personnel Administration among others. A degree in business is a popular choice for students planning to attend Law School upon graduation. Northwest College's Business Department offers students an opportunity to build a solid foundation in each of these areas.

Students who are planning to enter careers in business through advanced study at a four-year institution will need

to have additional course work beyond the specialization requirements at Northwest College.

Students must consult closely with their academic advisor in the Business Department to determine which general education elective courses (social science, humanities, visual and performing arts, and lab science) will satisfy specific requirements of their intended transfer college or university. Most four-year institutions have prescribed requirements for admission to junior-level upper division status in their respective business programs. Students will be required to complete each core course with a “C-” or better to meet specialization requirements.

**ASSOCIATE OF SCIENCE
with specialization in
ACCOUNTING or BUSINESS
ADMINISTRATION**

General Education Requirements

| Number and Title | Credits |
|--|---------|
| Students should refer to the Graduation Requirements on pages 23-26..... | 24-27 |

Core Courses

| Number and Title | Credits |
|---|---------|
| BMIS 2000—Computer Information Systems . | 3 |
| ACCT 2010—Principles of Accounting I..... | 4 |
| ACCT 2020—Principles of Accounting II | 4 |
| STAT 2010—Statistical Concepts for Business | 4 |
| BADM 1020—Business Communication..... | 3 |
| or | |
| BADM 2010—Business Law | 3 |
| BADM 1000—Introduction to Business..... | 3 |
| or | |
| MKT 2100—Principles of Marketing..... | 3 |
| or | |
| MGT 2100—Principles of Management..... | 3 |
| BADM 2395—Capstone in Business | 1 |
| TOTAL 22 | |

Transfer and General electives selected in consultation with advisor 15-18

Recommended Transfer and General Electives

| Number and Title | Credits |
|---|---------|
| ACCT 2410—Intermediate Accounting I..... | 3 |
| ACCT 2110—Microcomputer Accounting ... | 2 |
| BADM 2010—Business Law | 3 |
| or | |
| BADM 1020—Business Communication..... | 3 |
| CMAP 2900—Advanced Integrated Computer Applications | 3 |
| CO/M 1010—Public Speaking | 3 |
| ECON 1010—Macroeconomics | 3 |
| ECON 1020—Microeconomics..... | 3 |

| | |
|--|---|
| ENGL 2010—Technical Writing..... | 3 |
| MATH 1050—Finite Mathematics | 3 |
| or | |
| MATH 2350—Business Calculus I..... | 5 |
| MGT 2100—Principles of Management..... | 3 |
| MKT 2100—Principles of Marketing..... | 3 |

MINIMUM CREDITS FOR DEGREE = 64

Business Management

The business management program prepares students for entry-level management positions. The program emphasizes writing, speaking, and problem-solving skills and provides students with the general education and business course work favored by many employers. Most required course work is transferrable should the student decide to pursue a bachelor’s degree. The program is capped with an internship, wherein students work part-time in professional positions to gain experience and ease the transition from school to career.

**ASSOCIATE OF APPLIED SCIENCE
BUSINESS MANAGEMENT**

General Education Requirements

| Number and Title | Credits |
|--|---------|
| BADM 1005—Business Mathematics..... | 3 |
| or | |
| MATH Any College-Level Mathematics..... | 4 |
| BADM 1020—Business Communication..... | 3 |
| CO/M 1010—Public Speaking | 3 |
| ECON 1020—Microeconomics | 3 |
| ENGL 1010—English I: Introduction to Composition | 3 |
| POLS 1000—American and Wyoming Government..... | 3 |
| Wellness Education..... | 2 |
| TOTAL 20-21 | |

Core Courses

| Number and Title | Credits |
|--|---------|
| ACCT 1050—Practical Accounting | 3 |
| or | |
| ACCT 2010—Principles of Accounting I..... | 4 |
| ACCT 2020—Principles of Accounting II | 4 |
| BADM 1000—Introduction to Business..... | 3 |
| BADM 2010—Business Law | 3 |
| BADM 2100—Small Business Practices..... | 3 |
| BMIS 2000—Computer Information Systems | 3 |
| MGT 2100—Principles of Management..... | 3 |
| MGT 2470—Internship: Management..... | 3 |
| MKT 1000—Sales | 3 |
| or | |
| MKT 1300—Advertising..... | 3 |
| MKT 2100—Principles of Marketing..... | 3 |
| TOTAL 31-32 | |

(A grade of “C-” or better is required in core courses.)

Business Electives

| Number and Title | Credits |
|---|---------|
| Select courses in consultation with business management advisor | 5-7 |

General Electives

| Number and Title | Credits |
|---|---------|
| Consult with business management advisor..... | 6 |

TOTAL CREDITS FOR DEGREE = 64

**INTERNATIONAL BUSINESS
CONCENTRATION**

The International Business Concentration provides students from any discipline an opportunity to pursue an emphasis in International Business (while pursuing, or after completing, any other program).

This multi-disciplinary approach to understanding the three pillars of doing business globally—business knowledge, cultural sensitivity and language skills—may be utilized by students to attain a variety of personal enrichment, career or educational outcomes. Students completing the following courses will receive a special notation “International Business Concentration” on their transcripts.

| Number and Title | Credits |
|---|---------|
| BUSN 2000—Introduction to International Business | 3 |
| BADM 1000—Introduction to Business..... | 3 |
| or | |
| BADM 1050—Introduction to Travel and Tourism | 3 |
| or | |
| BADM 2100—Small Business Practices..... | 3 |
| Spanish or French (for English-speaking students) | 4 |
| or | |
| English (for non-native English speakers) | |
| ENGL 1010—English I: Introduction to Composition | 3 |
| and | |
| CO/M 1010—Public Speaking | 3 |
| or | |
| HUMN 2455—U.S. Culture and Language for Foreign Students..... | 3 |
| ANTH 1200—Introduction to Cultural Anthropology | 3 |
| HUMN 2420—Introduction to Cross-Cultural Studies | 3 |
| or | |
| POLS 2310—Introduction to International Relations..... | 3 |
| or | |
| G&R 1250—Geography of Travel and Tourism | 3 |
| or | |
| ANTH 2200—World Ethnography..... | 3 |
| or | |
| Language coursework (other than above)..... | 3 |
| CMAP 1680—Microcomputer Applications: Internet Commerce..... | 3 |
| TOTAL 19-21 | |

Business Office Technology

This degree prepares students for careers in the computer information systems field with three options. Each of these three options allows students to develop entry level skills needed for employment. The Network Technician option will emphasize the hardware, network, and programming component while the Software Application Specialist option will focus on software applications and MOUS certification preparation. The Administrative Assistant option is designed to reflect current needs in business offices and includes courses in computer training.

ASSOCIATE OF APPLIED SCIENCE NETWORK TECHNICIAN OPTION

General Education Requirements

| Number and Title | Credits |
|---|---------|
| BADM 1020—Business Communications | 3 |
| CO/M 1010—Public Speaking | 3 |
| or | |
| CO/M 1030—Interpersonal Communication .. | 3 |
| ENGL 1010—English I: Introduction to Composition | 3 |
| MATH 1400—College Algebra | 4 |
| POLS 1000—American and Wyoming Government | 3 |
| Science/Social Science/Visual & Performing Arts | 3 |
| Wellness Education | 2 |
| TOTAL 21 | |

Core Courses

| Number and Title | Credits |
|--|---------|
| BMIS 2000—Computer Information Systems .. | 3 |
| BOTK 2950—Employment Orientation | 1 |
| CMAP 1610—Windows I | 1 |
| CMAP 1615—Operating Systems | 3 |
| CMAP 1620—Windows II | 1 |
| CMAP 1650—Local Area Networks I | 3 |
| CMAP 1680—Microcomputer Applications: 1-3 | |
| CMAP 1890—World Wide Web Authoring .. | 1 |
| CMAP 1920—Computer Hardware Maintenance | 3 |
| CMAP 1930—LAN Wiring and Network Technology | 3 |
| CMAP 1950—LAN Services and Support | 3 |
| CMAP 2520—Telecomputing/Internet | 3 |
| CMAP 2970—Internships | 1-6 |
| COSC 1000—Computer Programming | 3 |
| COSC 2115—Programming for Business | 3 |
| COSC 2240—Systems Analysis and Design .. | 3 |
| TOTAL 36-43 | |

General Electives selected in consultation
with advisor

| Number and Title | Credits |
|---|---------|
| ACCT 1050—Practical Accounting | 3 |
| BADM 1000—Introduction to Business | 3 |
| BADM 2100—Small Business Practices | 3 |
| CMAP 1715—Word Processing: | 3 |
| CMAP 1680—Microcomputer Applications: 1-3 | |
| MKT 1300—Advertising | 3 |
| MKT 2100—Principles of Marketing | 3 |

MINIMUM CREDIT FOR DEGREE = 64

ASSOCIATE OF APPLIED SCIENCE SOFTWARE APPLICATION SPECIALIST OPTION

General Education Requirements

| Number and Title | Credits |
|---|---------|
| BADM 1005—Business Mathematics | 3 |
| BADM 1020—Business Communications | 3 |
| CO/M 1010—Public Speaking | 3 |
| or | |
| CO/M 1030—Interpersonal Communication .. | 3 |
| ENGL 1010—English I: Introduction to Composition | 3 |
| POLS 1000—American and Wyoming Government | 3 |
| Science/Social Science/Visual & Performing Arts | 3 |
| Wellness Education | 2 |
| TOTAL 20 | |

Core Courses

| Number and Title | Credits |
|--|---------|
| BMIS 2000—Computer Information Systems | 3 |
| BOTK 2950—Employment Orientation | 1 |
| CMAP 1610—Windows I | 1 |
| CMAP 1615—Operating Systems | 3 |
| CMAP 1620—Windows II | 1 |
| CMAP 1650—Local Area Networks I | 3 |
| CMAP 1680—Microcomputer Applications: 1-3 | |
| CMAP 1715—Word Processing: | 3 |
| CMAP 1850—Desktop Publishing I: | 3 |
| CMAP 1890—World Wide Web Authoring .. | 1 |
| CMAP 1920—Computer Hardware Maintenance | 3 |
| CMAP 2520—Telecomputing/Internet | 3 |
| CMAP 2900—Advanced Integrated Computer Applications | 3 |
| CMAP 2970—Internship | 1-6 |
| COSC 1000—Computer Programming | 3 |
| GRAR 1800—Introduction to Macintosh | 3 |
| TOTAL 36-43 | |

General Electives selected in consultation
with advisor

Recommended Electives

| Number and Title | Credits |
|---|---------|
| ACCT 1050—Practical Accounting | 3 |
| BADM 1000—Introduction to Business | 3 |
| BADM 2100—Small Business Practices | 3 |
| BOTK 2510—Legal Terminology | 1 |
| BUSN 2000—Introduction to International Business | 3 |
| BOTK 2600—Medical Transcription | 1 |

| | |
|--|---|
| BOTK 2600—Medical Transcription | 3 |
| CMAP 1715—Word Processing: | 3 |
| CMAP 2630—Presentation Graphics | 3 |
| MKT 1300—Advertising | 3 |
| MKT 2100—Principles of Marketing | 3 |

MINIMUM CREDIT FOR DEGREE = 64

ASSOCIATE OF APPLIED SCIENCE ADMINISTRATIVE ASSISTANT OPTION

General Education Requirements

| Number and Title | Credits |
|---|---------|
| BADM 1005—Business Mathematics | 3 |
| BADM 1020—Business Communications | 3 |
| CO/M 1010—Public Speaking | 3 |
| or | |
| CO/M 1030—Interpersonal Communication ... | 3 |
| ENGL 1010—English I: Introduction to Composition | 3 |
| POLS 1000—American and Wyoming Government | 3 |
| Science/Social Science/Visual & Performing Arts | 3 |
| Wellness Education | 2 |
| TOTAL 20 | |

Core Courses

| Number and Title | Credits |
|--|---------|
| ACCT 1050—Practical Accounting | 3 |
| BMIS 2000—Computer Information Systems | 3 |
| BOTK 1955—Professional Development | 2 |
| BOTK 2900—Office Systems and Procedures | 3 |
| BOTK 2950—Employment Orientation | 1 |
| CMAP 1610—Windows I | 1 |
| CMAP 1650—Local Area Networks I | 3 |
| CMAP 1675—Microcomputer Office Skills | 1-4 |
| CMAP 1680—Microcomputer Applications: 1-3 | |
| CMAP 1715—Word Processing: | 3 |
| CMAP 1850—Desktop Publishing I: | 3 |
| CMAP 1890—World Wide Web Authoring | 1 |
| CMAP 1920—Computer Hardware Maintenance | 3 |
| CMAP 2630—Presentation Graphics | 3 |
| CMAP 2900—Advanced Integrated Computer Applications | 3 |
| CMAP 2970—Internship | 1-6 |
| TOTAL 35-45 | |

General Electives selected in consultation
with advisor

Recommended Electives

| Number and Title | Credits |
|---|---------|
| ACCT 1050—Practical Accounting | 3 |
| BADM 1000—Introduction to Business | 3 |
| BADM 2100—Small Business Practices | 3 |
| BOTK 2510—Legal Terminology | 1 |
| BUSN 2000—Introduction to International Business | 3 |
| BOTK 2600—Medical Transcription | 3 |

- CMAF 1680—Microcomputer Applications: 1-3
- MKT 1300—Advertising 3
- MKT 2100—Principles of Marketing 3

MINIMUM CREDIT FOR DEGREE = 64

**ONE-YEAR CERTIFICATE
GENERAL OFFICE/CLERICAL SKILLS**

This certificate program is designed to provide students with the basic secretarial skills needed in a general office setting. It also provides a foundation of courses for those students who might wish to continue their office career preparation in a two-year Administrative Assistant degree option at Northwest.

Core Courses

| Number and Title | Credits |
|---|---------|
| ACCT 1050—Practical Accounting | 3 |
| BADM 1005—Business Mathematics..... | 3 |
| BADM 1020—Business Communication..... | 3 |
| BMIS 2000—Computer Information Systems | 3 |
| BOTK 1640—Keyboarding Applications I... 3 | |
| BOTK 2900—Office Systems and Procedures..... | 3 |
| BOTK 2950—Employment Orientation..... | 1 |
| CMAF 1675 Microcomputer Office Skills . 1-4 | |
| CMAF 1715—Word Processing | 3 |
| ENGL 1010—English I: Introduction to Composition..... | 3 |
| General Education Elective..... | 3 |
| TOTAL 29-31 | |

TOTAL CREDITS FOR CERTIFICATE = 33

Equine Studies

Growth of the equine industry in the United States has created a demand for qualified personnel in all of its related fields. The associate degree program in equine studies is intended to provide basic, practical, and theoretical grounds from which students may directly enter their fields of interest.

This two-year program has two options that emphasize a practical approach. The riding and training option assists students in learning riding, training, and horse handling skills in addition to related management concepts. It is not mandatory for the student to supply a horse for training, but all students are strongly urged to do so. Students completing the program may find employment in riding academies, training stables, summer camps, and feed or saddlery companies.

The equine business management

option is designed for those who would like to be involved in the sales and merchandizing aspects of the equine industry. Students need not have a horse to pursue this exciting career field.

The associate of applied science degree has been designed to meet the sophisticated demands of today's market.

**ASSOCIATE OF APPLIED SCIENCE
EQUINE RIDING AND TRAINING**

General Education Requirements

| Number and Title | Credits |
|---|---------|
| Students should refer to the Graduation Requirements on pages 23-26 | 20-23 |

Core Courses

| Number and Title | Credits |
|--|---------|
| ANSC 2430—Comparative Anatomy/ Physiology of Domestic Animals | 4 |
| EQST 1510—Equine Nutrition..... | 2 |
| or | |
| ANSC 2020—Feeds and Feeding | 4 |
| EQST 1520—Horse Production I | 3 |
| EQST 1525—Horse Production II..... | 3 |
| EQST 1540—Applied Horse & Stall Care I..... | 2 |
| EQST 1545—Applied Horse & Stall Care II | 2 |
| EQST 1550—Equine Evaluation I..... | 2 |
| EQST 1805—Farrier Science I..... | 2 |
| EQST 2520—Equine Breeding..... | 3 |
| EQST 2540—Applied Horse & Stall Care III | 2 |
| EQST 2545—Applied Horse & Stall Care IV | 2 |
| EQST 2680—Western/English Horsemanship I | 3 |
| EQST 2690—Western/English Horsemanship II | 3 |
| EQST 2810—Training & Development of the Western Horse I..... | 3 |
| or | |
| EQST 2830—Training & Development of the English Horse I..... | 3 |
| EQST 2820—Training & Development of the Western Horse II | 3 |
| or | |
| EQST 2840—Training & Development of the English Horse II | 3 |
| TOTAL 39 | |

General Electives selected in consultation with advisor..... 6

**ASSOCIATE OF APPLIED SCIENCE
EQUINE BUSINESS
MANAGEMENT**

General Education Requirements

| Number and Title | Credits |
|---|---------|
| Students should refer to the Graduation Requirements on pages 23-26 | 20-23 |

Core Courses

| Number and Title | Credits |
|--|---------|
| ACCT 2010—Principles of Accounting | 4 |
| AGEC 2010—Farm-Ranch Records..... | 3 |
| AGRI 1010—Computers in Agriculture..... | 3 |
| or | |
| BMIS 2000—Computer Information Systems | 3 |
| BADM 1000—Introduction to Business..... | 3 |
| BADM 2010—Business Law | 3 |
| BADM 2100—Small Business Practices..... | 3 |
| ECON 1020—Microeconomics | 3 |
| EQST 1520—Horse Production I | 3 |
| EQST 1525—Horse Production II..... | 3 |
| EQST 1550—Equine Evaluation I..... | 2 |
| EQST 2520—Equine Breeding..... | 3 |
| MKT 1000—Sales | 3 |
| MGT 2100—Principles of Marketing..... | 3 |
| MGT 2470—Internship: Management..... | 3 |
| TOTAL 42 | |

General Electives selected in consultation with advisor..... 3

MINIMUM CREDIT FOR DEGREE = 64

Technical Education

Students interested in entering the field of technical education will develop an individual course of study in cooperation with a technical education advisor and an education advisor. (See the suggested education programs of study in the Social Science and Education Division section of this catalog.)

Travel and Tourism

The associate of applied science degree in travel and tourism management at Northwest College will train students to work in entry-level management jobs in a variety of travel and tourism services. The program will concentrate on polishing various generalized entrepreneurial skills, including speaking, writing, organizing, and quantitative analysis, as well as specific skills relevant to the travel and tourism industry.

ASSOCIATE OF APPLIED SCIENCE TRAVEL and TOURISM MANAGEMENT

General Education Requirements

| Number and Title | Credits |
|--|--------------|
| ANTH 1200—Introduction to Cultural Anthropology | 3 |
| BADM 1005—Business Mathematics..... | 3 |
| or | |
| MATH—Any College-Level Mathematics ... | 3-4 |
| CO/M 1010—Public Speaking | 3 |
| ENGL 1010—English I: Introduction to Composition | 3 |
| BADM 1020—Business Communication..... | 3 |
| POLS 1000—American and Wyoming Government..... | 3 |
| or | |
| HIST 1210—United States History I..... | 3 |
| and | |
| HIST 1250—History of Wyoming | 3 |
| Wellness Education..... | 2 |
| TOTAL | 23-24 |

Core Courses

| Number and Title | Credits |
|--|-----------|
| ACCT 1050—Practical Accounting | 3 |
| or | |
| ACCT 2010—Principles of Accounting I..... | 3 |
| BADM 1050—Introduction to Travel and Tourism | 3 |
| BADM 1060—Centralized Reservation System | 2 |
| BADM 2010—Business Law | 3 |
| BADM 2100—Small Business Practices..... | 3 |
| BMIS 2000—Computer Information Systems | 3 |
| G&R 1250—Geography of Travel and Tourism | 3 |
| MGT 2100—Principles of Management..... | 3 |
| MGT 2470—Internship: Management..... | 3 |
| MKT 2100—Principles of Marketing | 3 |
| TOTAL | 29 |

(A grade of "C" or better is required in core courses.)

Business Electives

| Number and Title | Credits |
|---|---------|
| Select courses in consultation with travel and tourism advisor..... | 8-9 |

General Electives

| Number and Title | Credits |
|--|---------|
| Choose courses in consultation with travel and tourism advisor | 3 |

TOTAL CREDITS FOR DEGREE = 64

Welding Technology

The welding technology program is designed to give the student a solid background in the latest techniques, procedures, and processes in welding. Students are encouraged to complete the two-year program, although a Northwest College certificate (60 credits) is an available option, in addition to a one-year certificate option.

ASSOCIATE OF APPLIED SCIENCE WELDING TECHNOLOGY

Core Courses

| Number and Title | Credits |
|---|--------------|
| ENGL—Freshman English | 3 |
| BADM 1020—Business Communication..... | 3 |
| MATH 1510—Technical Mathematics I (or equivalent)..... | 3 |
| POLS 1000—American and Wyoming Government..... | 3 |
| or | |
| HIST 1210—United States History I..... | 3 |
| and | |
| HIST 1250—History of Wyoming | 3 |
| WELD 1555—Welding Technology Safety and Problem Solving | 2 |
| WELD 1650—Print Reading | 3 |
| WELD 1705—Welding Processes | 4 |
| WELD 1765—Advanced Welding Processes .. | 4 |
| WELD 1800—Materials Evaluation..... | 1-6 |
| WELD 1860—Welding Fabrication | 4 |
| WELD 1870—Advanced Metal Fabrication Techniques | 4 |
| WELD 2670—Welding Inspection Technology..... | 3 |
| WELD 2680—Welding Metallurgy..... | 3 |
| WELD 2700—Welding Certification (Plate) .. | 4 |
| WELD 2710—Welding Certification (Pipe) ... | 4 |
| WELD 2750—Metals Production..... | 4 |
| WELD 2995—Welding Workshop..... | 1-3 |
| Wellness Education..... | 2 |
| * General Education Requirements..... | 6 |
| Electives | 3 |
| TOTAL | 64-70 |

TOTAL CREDITS FOR DEGREE = 64-70

** Students should refer to the Graduation Requirements on pages 23-26.*

ONE-YEAR CERTIFICATE WELDING TECHNOLOGY

| Number and Title | Credits |
|---|--------------|
| MATH 1510—Technical Mathematics I (or equivalent)..... | 3 |
| WELD 1555—Welding Technology Safety and Problem Solving | 2 |
| WELD 1705—Welding Processes | 4 |
| WELD 1650—Print Reading | 3 |
| WELD 1765—Advanced Welding Processes .. | 4 |
| WELD 1800—Materials Evaluation..... | 1-6 |
| WELD 1860—Welding Fabrication | 4 |
| WELD 1870—Advanced Metal Fabrication Techniques | 4 |
| WELD 2750—Metals Production..... | 4 |
| Elective..... | 3 |
| TOTAL | 32-37 |

TOTAL CREDITS FOR DEGREE = 32-37