



# UNDERGRADUATE HANDBOOK

*"It's your business."* #gowtbiz



## Welcome to the WTAMU College of Business (COB)!

You are advised to use this handbook, along with other important information sources, for guidance in the undergraduate business program. Official information sources include the WTAMU Undergraduate Catalog, Code of Student Life, Schedule of Classes, College of Business website, [wtamu.edu/cob](http://wtamu.edu/cob), and department academic advisors.

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# WEST TEXAS A&M UNIVERSITY COLLEGE OF BUSINESS

## ACADEMIC ADVISING

Academic advising helps business students at WTAMU make steady progress toward the completion of their degree.

The WTAMU College of Business (COB) provides academic advising based on the students completion of the pre-business requirements. (See page 10)

Pre-business students receive advising in the Student Success Center on the first floor of the Classroom Center.

Once students have successfully completed the pre-business requirements (see page 10), students will be initially advised by one of our undergraduate coordinators and then assigned to a faculty advisor in their discipline (Accounting, Computer Information Systems, Economics, General Business, Finance, Management or Marketing) for subsequent advising.

You are encouraged to meet regularly with your academic advisor. Although you will be initially assigned to a faculty advisor in the COB, as you come to know our faculty, you may wish to choose another faculty member in your discipline as your academic advisor. You may do this by filling out a Change of Advisor/Major form available at <http://www.wtamu.edu/student-support/advising-forms.aspx>

## UNDERGRADUATE PROGRAM STAFF

Dr. Amjad Abdullat • Associate Dean of Undergraduate Business Programs • [aabdullat@wtamu.edu](mailto:aabdullat@wtamu.edu)

Dr. De'Arno De'Armond • Director of Undergraduate Business Programs • [ddearmond@wtamu.edu](mailto:ddearmond@wtamu.edu)

Betsey Tonne • Undergraduate Business Coordinator • [btone@wtamu.edu](mailto:btone@wtamu.edu)

Lynsee Womble • Undergraduate Business Coordinator • [lwomble@wtamu.edu](mailto:lwomble@wtamu.edu)

Office Hours - 8 a.m. to 4:45 p.m., Monday - Friday

Walk-ins welcome or you may make an appointment with:

Betsey Tonne • Undergraduate Business Coordinator • CC220 • 806-651-2525

or

Lynsee Womble • Undergraduate Business Coordinator • CC214F • 806-651-2526

Visit the College of Business website at [wtamu.edu/cob](http://wtamu.edu/cob) or [facebook.com/wtamucob](https://facebook.com/wtamucob)



## COB UNDERGRADUATE FACULTY ADVISORS

### ACCOUNTING

Dr. Sharon Burnett	CC222E	806-651-2516	sburnett@wtamu.edu
David Clark	CC222J	806-651-2996	dclark2@wtamu.edu
Karen Cooley	CC222D	806-651-2512	kcooley@wtamu.edu
Dr. Karyn Friske	CC215F	806-651-2517	kfriske@wtamu.edu
Alice Upshaw	CC222B	806-651-2511	aupshaw@wtamu.edu

### COMPUTER INFORMATION SYSTEMS AND DECISION MANAGEMENT

Dr. Jeffrey Babb	CC208H	806-651-2440	jbabb@wtamu.edu
Kareem Dana	CC208L	806-651-2445	kdana@wtamu.edu
Dr. Sean Humpherys	CC208G	806-651-2396	shumpherys@wtamu.edu
Dr. Musa Jafar	CC208E	806-651-2442	mjafar@wtamu.edu
Dr. Dmitry Nesterkin	CC208F	806-651-2469	dnesterkin@wtamu.edu
Dr. Bin Shao	CC208J	806-651-2441	bshao@wtamu.edu

### GENERAL BUSINESS, ENTREPRENEURSHIP AND INTERNATIONAL BUSINESS

Dr. Syed Anwar International Business	CC213F	806-651-2491	sanwar@wtamu.edu
Dr. Megan Brock	CC213A	806-651-2503	mbrock@wtamu.edu
Dr. Leigh Browning	CC212	806-651-8477	lbrowning@wtamu.edu
Dr. Summer Cao	CC213M	806-651-2498	zcao@wtamu.edu
Dr. John Cooley Entrepreneurship	CC213K	806-651-3869	jcooley@wtamu.edu
Dr. Turkan Kilic	CC213B	806-651-2506	tkilic@wtamu.edu
Dr. Andrew Li	CC213H	806-651-2496	ali@wtamu.edu
Dr. Gary Rider	CC213J	806-651-2549	grider@wtamu.edu
Dr. Jonathan Shaffer	CC214E	806-651-2489	jshaffer@wtamu.edu

### ECONOMICS

Dr. Neil Meredith	CC222F	806-651-2493	nmeredith@wtamu.edu
Dr. Rex Pjesky	Killgore 102B	806-651-2737	rpjesky@wtamu.edu
Dr. Duane Rosa	CC222G	806-651-2520	drosa@wtamu.edu

### FINANCE

Dr. De'Arno De'Armond	CC214C	806-651-2490	ddearmond@wtamu.edu
Dr. Jim Owens	CC215A	806-651-2519	jowens@wtamu.edu
Dr. Anne Macy Terry	CC215C	806-651-2523	amacy@wtamu.edu
Dr. Barbara Wang	CC215J	806-651-2508	hwang@wtamu.edu

### MANAGEMENT AND MANAGEMENT-HUMAN RESOURCES

Dr. Meagan Brock Human Resources	CC213A	806-651-2503	mbrock@wtamu.edu
Dr. John Cooley	CC213K	806-651-3869	jcooley@wtamu.edu
Dr. Andrew Li	CC213H	806-651-2496	ali@wtamu.edu
Dr. Jonathan Shaffer	CC214E	806-651-2489	jshaffer@wtamu.edu

### MARKETING

Dr. Syed Anwar	CC213F	806-651-2491	sanwar@wtamu.edu
Dr. Leigh Browning	CC212	806-651-8477	lbrowning@wtamu.edu
Dr. Summer Cao	CC213M	806-651-2498	zcao@wtamu.edu
Dr. Nick Gerlich	CC213E	806-651-2492	ngerlich@wtamu.edu
Dr. Turkan Kilic	CC213B	806-651-2506	tkilic@wtamu.edu





# STATEMENT ON ACADEMIC ADVISING ROLES AND RESPONSIBILITIES

## ACADEMIC ADVISING

The primary purpose of academic advising at WTAMU is to assist students in the development of meaningful educational plans consistent with their abilities, skills, interests and goals. The WTAMU College of Business provides academic advising based on the students' completion of the pre-business requirements. (See page 10)

## STUDENT RESPONSIBILITIES

The ultimate responsibility for making decisions about personal goals and educational plans rests with the individual student.

Students are responsible for knowing their degree requirements, relevant rules, policies and deadlines and for consulting with their advisors and the degree planning system.

- Respect others: Be on time, be prepared and treat your advisor and other students as you would wish to be treated.
- Utilize campus resources to enhance your academic experience and develop professional habits and attitudes.
- Read ALL correspondence from the COB and the University and act accordingly.
- Research department and college programs and courses. Understand the process for completing the pre-business requirements and declaring a business major.
- Keep records of academic goals and progress. Take notes during advising meetings.
- Keep contact information current with the University (local and permanent addresses, phone numbers and emergency contact information).

## ADVISOR RESPONSIBILITIES

Academic advisors are responsible for upholding the integrity and value of your degree by maintaining the rules, standards, policies and procedures of West Texas A&M University and the College of Business. Academic advisors assist by helping to identify and assess alternatives and the consequences of decisions. Academic advising is a continuous process of clarification and evaluation.

- Communicate business degree requirements.
- Collaborate with the student in development of academic and personal goals and interests.
- Assist students in making academic decisions consistent with goals, interests and abilities.
- Listen carefully and respect the student's questions, concerns and problems.
- Provide referrals and resources when appropriate to student needs.
- Sometimes it is the academic advisor's job to say "no," or present alternatives.

## IMPORTANT RESOURCES/WEBSITES

COB website: [www.wtamu.edu/cob](http://www.wtamu.edu/cob)

WTAMU Undergraduate Catalog: [wtamu.edu/catalog](http://wtamu.edu/catalog)

WTAMU Code of Student Life: [wtamu.edu/studentcode](http://wtamu.edu/studentcode)

WTAMU Academic Calendar: [wtamu.edu/calendar](http://wtamu.edu/calendar)

Career Services: [wtamu.edu/career](http://wtamu.edu/career)



## BUSINESS STUDENT ORGANIZATIONS

### ACCOUNTING AND FINANCE CLUB

This organization is focused on accounting and finance majors, but anyone can be a member. They host speakers from the business community at their regular lunch meetings and once a year visit a local accounting firm.

Faculty sponsors: Karen Cooley (kcooley@wtamu.edu) and Alice Upshaw (aupshaw@wtamu.edu)

### ECONOMICS CLUB

This organization is for anyone who is interested in the advancement of knowledge and appreciation for economics. The club hosts social events, attends guest talks, takes field trips and holds other activities that promote economics.

Faculty sponsors: Dr. Neil Meredith (nmeredith@wtamu.edu)

### ECONOMICS BOOK CLUB

This organization is for anyone who is interested. Every semester they choose a new book about economics. They meet regularly for lunch to discuss the book.

Faculty sponsors: Dr. Neil Meredith (nmeredith@wtamu.edu)

### BETA GAMMA SIGMA (BGS)

BGS is the international honor society serving business programs accredited by AACSB International (Association to Advance Collegiate Schools of Business). Membership in Beta Gamma Sigma is the highest recognition a business student anywhere in the world can receive in an AACSB accredited business program.

Faculty sponsors: Dr. De'Arno De'Armond (ddearmond@wtamu.edu) and Dr. Nick Gerlich (nngerlich@wtamu.edu)

### OMICRON DELTA EPSILON (ODE)

ODE is a national economics honor society for both graduate and undergraduate students. Students gain membership based on GPA, classification and number of economics courses taken. Membership in this organization will be noted on the students' transcripts when they graduate.

Faculty sponsor: Dr. Anne Macy Terry (amacy@wtamu.edu)



STUDENTS  
IN HUMAN  
RESOURCE  
MANAGEMENT  
(SHRM)

An organization for business students interested in human resources, a service organization that conducts several service projects during the semester and hosts guest speakers from the human resource community.

Faculty sponsor: Dr. Megan Brock (mbrock@wtamu.edu)

ENACTUS

SIFE or Enactus is a student organization that conducts service projects to educate about the free enterprise system. Projects include visits to elementary school classrooms, events for the Girl Scouts and community service. Each year the members of Enactus put together a presentation about what they have done during the year. The presentation team goes to competitions with other Enactus organizations from colleges around the country. They compete against schools such as the University of Texas and University of Florida. WTAMU's Enactus team has won every regional competition since its conception and has gone to the national competition every year. They have placed as high as third place in the National Competition.

Faculty sponsor: Jean Walker (jwalker@wtamu.edu) and Dr. Leigh Browning (lbrowning@wtamu.edu)

TECH CLUB

Video gaming is the shared interest of students who join the Tech Club. They sponsor a video game competition every year and meet regularly to play and program video games.

Faculty sponsor: Dr. Jeffry Babb (jbabb@wtamu.edu)

STUDY  
ABROAD  
PROGRAM

Every summer, the College of Business sponsors a course that involves travel abroad. Students travel to a foreign country to take the course for credit. Countries students have traveled to in the past are Canada, England, Russia and Denmark. In multiple business courses, there may be opportunities for student travel supplemented by student fees. If you have an interest in such opportunities as they become available, please notify a faculty member.



## REQUIREMENTS FOR GRADUATION

Degree requirements are catalog-year specific and listed in the West Texas A&M Undergraduate Catalog.

Students are able to access a “Degree Requirement Checklist” on the WTAMU website at [wtamu.edu/student-support/degree-checklists.aspx](http://wtamu.edu/student-support/degree-checklists.aspx). This is NOT an official degree plan. Students should request an official WTAMU COB Degree Plan when they complete the Pre-Business requirements (see page 10), but MUST request an official plan by the time they reach 45 hours. The WTAMU COB Degree Plan is catalog-year specific and is the official statement of requirements to obtain your degree.

WTAMU College of Business students must satisfy grade point average (GPA) requirements outlined in the following:

- Have a 2.0 GPA or higher in all course work attempted at WTAMU
- Have a grade of “C” or higher in courses toward the major
- Have a grade of “C” or higher in courses within the COB including pre-business requirements (see page 10)

Business students must take one course in the COB that is designated as fulfilling a writing component requirement. This course must be in the College of Business but need not be major specific and is taken as part of the B.B.A. core requirements (see page 11).

### RESIDENCY REQUIREMENT

30 of the final 36 hours counted toward the degree must be earned at WTAMU.

### REQUESTING AND FILING AN OFFICIAL WTAMU COLLEGE OF BUSINESS DEGREE PLAN

To file an official COB degree plan, students should go to the Dean’s Office in CC216 and fill out a blue request form. The academic documentation coordinator, Lynsee Womble, will prepare the plan and email it to you at your WTAMU Buffs email address. THIS IS THE COLLEGE’S OFFICIAL STATEMENT OF YOUR COURSE REQUIREMENTS. Store it on your computer, print it out, add your grades to it as you complete courses and keep it in a safe place.





## GREENLIGHTING AND REGISTRATION

Greenlighting is the certification by your academic advisor that you have met with them and are ready to register for the next semester. You must be greenlighted before you can register. This is accomplished in the Student Success Center for pre-business majors, by the undergraduate coordinator when you are admitted to the College of Business and by your faculty advisor thereafter.

Registration for the fall, spring and summer sessions is accomplished during Priority Registration or Late Registration. WTAMU students register using the Buff Advisor online system. A link to Buff Advisor is on the WTAMU main web page at [www.wtamu.edu](http://www.wtamu.edu). (See page 38) Preregistration begins November 1 for the spring semester and April 1 for the summer and fall. Preregistration lasts 3-6 weeks, depending on your classification (freshman, sophomore, junior, senior, graduate or transfer student). At the end of the priority registration period, registration is suspended for 24 hours and then late registration begins and continues through the fourth class day. During Late Registration, a late fee of \$4 per credit hour will be added to your bill.

### REGISTRATION HOLD

For a number of reasons, a student may be blocked (a hold) from registration. Before attempting to preregister, the student should check for holds on the General Academic Information on their Buff Advisor account page. If a hold is in effect, the student will not be allowed to register until the hold is removed. Only the department or office responsible for placing the hold can remove it.

If you need help or assistance with registration, contact the Registrar's Office, Monday through Friday, 8 a.m. to 5 p.m., at 806-651-4911 or [registrar@wtamu.edu](mailto:registrar@wtamu.edu).

### WAIT-LIST REGISTRATION PROCEDURES

Students unable to register for a course because there are no seats available may put their name on a "wait list" through Buff Advisor. Before placing your name on a wait list, meet with an academic advisor to discuss scheduling options. The Registrar's office will email students on the wait list for a course on a first-come, first-served basis when a spot becomes available. The registrar contacts the first student on the list using their Buff email address only. The student will have 72 hours to respond. If they do not, the spot will be offered to the next person on the list. **Note:** When you have been notified that a spot is available for you, you will not be automatically registered for the class. You must register for the class yourself on Buff Advisor. If you are on the wait list for a course, check your Buffs email address daily so that you won't miss your "window of opportunity."

### PAYMENT DEADLINE

If you do not pay your tuition bill by the due date (see Academic Calendar at [wtamu.edu/calendar](http://wtamu.edu/calendar)), your schedule WILL be deleted. It is your responsibility to make payment by the due date.



## **STEPS FOR REGISTRATION AT WEST TEXAS A&M UNIVERSITY**

### **All Students Currently Enrolled and Newly Admitted**

Contact your advisor. Before being eligible for registration, students must be advised and greenlighted by their academic advisor.

The following students go to the Student Success Center in the Classroom Center for advising:

- Undecided majors
- BAAS (Bachelor of Applied Arts & Sciences) majors
- General Studies majors
- Freshmen
- Sophomores who have not completed the pre-business requirements (page 10)
- TSI (Texas Success Initiative) status not completed
- New transfers

The following students go to the College of their major to see an advisor:

- Sophomores who have completed the pre-business requirements (page 10)
- Juniors
- Seniors

If you are changing your major, you will need to go to the department of your new major to be assigned an advisor and complete a “Change of Advisor/Major” form. This form should be submitted to the Office of the Registrar to be entered into the student information system.

Register for classes by logging onto Buff Advisor during the designated time periods (see Academic Calendar for dates). If you have administrative holds for unpaid fines, etc. this will be indicated under “General Academic Information” on your Buff Advisor account page and must be cleared prior to registering.

Other items to arrange:

- Buffalo Gold Card (student ID, meals, library, Buff cash debit, free admission to events).  
Office located in the Jack B. Kelley Student Center (JBK), Room 118.
- Housing (be sure to check WTAMU Housing policy prior to making other arrangements).  
Office located in southwest corner of Centennial Hall.
- Parking permit. Parking Services is located in the University Police Department in the Old Student Union Building.
- Book boxing at the University Bookstore (see link on Buff Advisor under “Schedule & Reserve/Buy Books”). The bookstore is located in the JBK across from the Buffalo Gold Card Office.

Make payment on tuition and fees by appropriate deadlines (see Academic Calendar for dates). Bills are not mailed but are available on Buff Advisor.

- Avoid late registration fee of \$4 per credit hour by registering during priority registration.
- Avoid reinstatement fee of \$100 by paying your bill on time.
- Emergency loans are available on Buff Advisor if you are waiting on funds.



## UNIVERSITY CORE CURRICULUM

University core curriculum requirements apply to all baccalaureate degrees and are intended to provide students with the basis for establishing broad and multiple perspectives of the individual in relation to the larger society and world in which he or she lives. Students should be aware that the College of Business specifies particular courses to meet core curriculum requirements. Specific requirements from the University Core are in bold italics. Ideally, the University Core Curriculum should be completed by the end of the sophomore year.

<b>West Texas A&amp;M University Core Curriculum</b>			
<b>Component Area</b>	<b>Code</b>	<b>WTAMU Core Curriculum</b>	<b>Hours</b>
<b>Communication</b>	10	ENGL 1301, ENGL 1302 or 2311	6
	11	COMM 1315, COMM 1318, or <b><i>COMM 1321</i></b>	3
<b>Mathematics</b>	20	MATH 1314, <b><i>MATH 1324</i></b> , MATH 1332, MATH 2412, MATH 2413 or a mathematics course for which one of these is prerequisite	3
<b>Natural Sciences</b>	30	Two courses and accompanying labs from: PSES 1301, PSES 1307; ANSC 1319; BIOL 1406 or BIOL 1408; BIOL 1407 or BIOL 1409; BIOL 1411, BIOL 1413; CHEM 1405, CHEM 1411, CHEM 1412; GEOL 1401 or GEOL 1403; GEOL 1402, GEOL 1404; PHYS 1401, PHYS 1402, PHYS 1411, PHYS 1412, PHYS 2425, PHYS 2426  Six hours of appropriate science credit by examination may be used to satisfy the natural sciences requirement. May not receive degree credit for both GEOL 1401 and GEOL 1403; BIOL 1406 and BIOL 1408; BIOL 1407 and BIOL 1409.	6 (2)
<b>Humanities</b>	40-41	ENGL 2321, ENGL 2326, ENGL 2331, ENGL 2341, ENGL 2343; HIST 2311, HIST 2323, HIST 2372, MCOM 1307, PHIL 1301, PHIL 2374; or SPAN 2312 or SPAN 2315 [an equivalent course (second year, second semester) in French or German]	3
<b>Visual and Performing Arts</b>	50	HUMA 1315; ARTS 1303; ARTS 1304; DANC 2303; MUSI 1306, or MUSI 1208 and MUSI 1209; or THRE 1310	3
<b>Social and Behavioral Sciences</b>	60	HIST 1301 or HIST 1303; HIST 1302 or HIST 1304; HIST 2301; HIST 2381 (choose two) May not receive degree credit for both HIST 1301 and HIST 1303 or for both HIST 1302 and HIST 1304. HIST 2381 or HIST 2301 may be taken in place of either HIST 1301 or HIST 1302	6
	70	POSC 2305 or 2370; POSC 2306	
	80	AGBE 2317; ANTH 2351; CRIJ 1301; <b><i>ECON 2301</i></b> ; ECON 2302; ECON 2371; GEOG 1302; PSYC 2301; COMM 2377; SOCW 2361; or SOCI 1301	
<b>Institutionally Designated Option</b>	90	Choose from: <b><i>BUSI 1304, CIDM 1301, CIDM 1315, CIDM 2345; FIN 1307</i></b>	3
<b>Total Core Curriculum Requirements</b>			<b>42</b>



## ADMITTANCE TO THE COLLEGE OF BUSINESS & DECLARING A MAJOR

Students can gain admittance to the College of Business by satisfactorily completing a set of pre-business courses or by invitation.\* Through its admission policies and procedures, the College of Business is able to help students succeed in specific business majors by only admitting those students who are qualified and have the necessary skills to complete a business degree.

Admission requirements into the College of Business involve the completion of a pre-business core with an earned grade of “C” or higher in pre-business courses.

### PRE-BUSINESS REQUIREMENTS FROM THE UNIVERSITY CORE

ENGL 1301 - Introduction to Academic Writing and Argumentation  
ENGL 1302 or 2311; or COMM 1321 (or advisor approved equivalent)  
MATH 1324 - Math for Business & Economics I  
ECON 2301 - Principles of Macroeconomics  
Choose one course from: BUSI 1304, CIDM 1301, CIDM 1315, CIDM 2345, FIN 1307

### ADDITIONAL PRE-BUSINESS REQUIREMENTS FROM THE B.B.A. CORE

ACCT 2301 - Principles of Accounting I  
ECON 2302 - Principles of Microeconomics  
MATH 1325 - Math for Business & Economics II or MATH 2413 - Calculus I

### DEADLINE TO APPLY

By the first week of November or the first week of April of the semester after completing the pre-business requirements, students should meet with an undergraduate business coordinator in the College of Business, select a specific major area (i.e., accounting, computer information systems, economics, finance, general business, management or marketing), request a formal degree plan and register with the WTAMU Office of Career Services.

### TRANSFERS AND OTHER MAJORS

Students seeking admission to the business program that have completed 48 hours or more credit in a different major or as a transfer student may be admitted to the business program with approval by dean or associate dean.

\*A small number of students may be accepted based upon school ranking.

College of Business Undergraduate Coordinators are:

**Betsey Tonne** • Classroom Center, Room 220 • 806-651-2525 • [btonne@wtamu.edu](mailto:btonne@wtamu.edu)

**Lynsee Womble** • Classroom Center, Room 214F • 806-651-2526 • [lwomble@wtamu.edu](mailto:lwomble@wtamu.edu)



## BACHELOR OF BUSINESS ADMINISTRATION

The degree of Bachelor of Business Administration (B.B.A.) is offered in these seven areas: accounting, computer information systems, economics, general business, finance, management and marketing. Each requires a minimum of 120-122 semester credit hours of study.

### WTAMU College of Business Core 2013-2014 Catalog

All B.B.A. business majors are required to study fundamental theory and procedure in each of the basic business functions. The fundamental theory and procedure course work consists of 13 courses, for a total of 39 hours and is referred to as the B.B.A. Core.

#### BUSINESS CORE COURSES

Course	Title
ACCT 2301	Principles of Accounting I
ACCT 2302	Principles of Accounting II
ECON 2302	Principles of Microeconomics
MATH 1325	Math for Business and Economics II
CIDM 2342	Statistics for Business and Economics
MGT 3330	Principles of Management
MKT 3340	Principles of Marketing

#### ADVANCED CORE COURSES

BUSI 3312	Business Law
CIDM 3330	Management Information Systems
FIN 3320	Business Finance
ADV. ECON	Any 3000 or 4000 Level Economics Course

#### COLLEGE OF BUSINESS WRITING CORE

Choose one course from the following:

BUSI 1304	Business Communication
BUSI 4380	Conflict Resolution and Negotiation
CIDM 3320	Digital Communications and Collaboration
ECON 4342	Economic Development
FIN 3350	Personal Financial Planning
FIN 4320	Investments
FIN 4321	Portfolio Management
MGT 3335	Organizational Behavior
MGT 4380	Conflict Resolution and Negotiation

#### “CAPSTONE” COURSE

The following course should be taken during one of the last two semesters before graduation:  
MGT 4315, Strategic Management and Policy





## B.B.A. IN ACCOUNTING (MAJOR CODE: 301)

### University Core Curriculum Requirements

See “University Core Curriculum” on page 9. Students must take MATH 1324, ECON 2301, COMM 1321 and CIDM 1315.

### Pre-Business Requirements

See “Pre-Business Requirements” on page 10. Students must complete the required courses with a grade of “C” or better.

### B.B.A. Core Requirements

See “WTAMU College of Business Core” on page 11. All courses in the College of Business must be completed with a grade of “C” or better.

### Accounting Core Requirements

Course	Title
ACCT 3311	Federal Tax Accounting I
ACCT 3331	Intermediate Accounting I
ACCT 3332	Intermediate Accounting II
ACCT 3371	Cost Accounting
ACCT 3375	Accounting Information Systems
ACCT 4351	Auditing
CIDM 4331	Production and Operations Management

Six semester hours advanced (3000-4000 level) accounting electives

Additional electives (if needed) to total 120 credit hours

*Certified Public Accountant (CPA) Examination requirements are set by the Texas State Board of Public Accountancy and change frequently. Updated approved course information is available at:*

*<http://www.tsbpa.state.tx/exam-qualification/education-accounting-courses.html>*

*Students are encouraged to consult with their accounting advisor for information and advising about the College of Business’s CPA preparatory program. See page 35.*



**Curriculum Guide**  
**Major: Accounting (B.B.A.)**  
**2013-2014**

First Year				Second Year			
Semester 1		Semester 2		Semester 1		Semester 2	
Core 10: ENGL 1301	3 hrs.	ENGL 1302* or 2311*	3 hrs.	ACCT 2301	3 hrs.	ACCT 2302*	3 hrs.
Core 20: MATH 1324*	3 hrs.	MATH 1325*	3 hrs.	CIDM 2342*	3 hrs.	CIDM 3330*	3 hrs.
Core 80: ECON 2301 or 2302	3 hrs.	ECON 2301 or 2302	3 hrs.	Core 40: Humanities <sup>c</sup>	3 hrs.	FIN 3320*	3 hrs.
Core 11: COMM 1321 or 1315	3 hrs.	Core 60: History <sup>c</sup>	3 hrs.	Core 60: History <sup>c</sup>	3 hrs.	MGT 3330	3 hrs.
Core 90: BUSI 1304, CIDM 1301, 1315, 2345 or FIN 1307	3 hrs.	Core 70: Political Science <sup>c</sup>	3 hrs.	Core 70: Political Science <sup>c</sup>	3 hrs.	MKT 3340	3 hrs.
	15 hrs.		15 hrs.		15 hrs.		15 hrs.
Third Year				Fourth Year			
Semester 1		Semester 2		Semester 1		Semester 2	
ACCT 3331*	3 hrs.	ACCT 3332*	3 hrs.	MGT 4315* or Free Elective	3 hrs.	MGT 4315* or Free Elect.	3 hrs.
ACCT 3311** <sup>F</sup>	3 hrs.	ACCT 3375*	3 hrs.	ACCT 3371*	3 hrs.	ACCT 4351** <sup>S</sup>	3 hrs.
BUSI 3312	3 hrs.	CIDM 4331*	3 hrs.	Adv. ACCT Elective	3 hrs.	Adv. ACCT Elective	3 hrs.
Core 30: Lab Science <sup>c</sup>	3 hrs.	Adv. Eco. or COB Writing	3 hrs.	Adv. Eco. or COB Writing	3 hrs.	Free Elective	3 hrs.
Free Elective	3 hrs.	Core 30: Lab Science <sup>c</sup>	3 hrs.	Core 50: Arts <sup>c</sup>	3 hrs.	Free Elective	3 hrs.
	15 hrs.		15 hrs.		15 hrs.		15 hrs.
							<b>Total degree hours must equal 120</b>

\* Indicates prerequisites. See page 34.

<sup>c</sup> See Core Curriculum on page 9.

<sup>F</sup> Fall Only

<sup>S</sup> Spring Only

*NOTE: Course scheduling/rotation notes are not definitive and should be used for general planning purposes only. A number of factors can influence when courses are offered. Students should always seek the advice of their academic advisor before scheduling classes.*

## WHY ACCOUNTING?

Accountants are the center of business operations of all kinds. They work with all types of organizations to measure and communicate financial results. Accountants and auditors help to ensure that firms are run efficiently, public records are kept accurately and taxes paid properly and on time. Some accountants go into public accounting and become sole proprietors or partners in accounting firms. Others go into corporations as internal auditors, managerial accountants, tax planners and information systems consultants. Government agencies, including the IRS, FDIC, U.S. Department of the Treasury also employ accountants. Beginning salaries range from \$41,000 - \$61,000, and top salaries in executive positions can exceed \$200,000. For more information on potential salary ranges, please visit [wtamu.myplan.com](http://wtamu.myplan.com).



# B.B.A. IN COMPUTER INFORMATION SYSTEMS (MAJOR CODE: 308)

## University Core Curriculum Requirements

See “University Core Curriculum” on page 9. Students must take MATH 1324, ECON 2301, COMM 1321 and CIDM 1315.

## Pre-Business Requirements

See “Pre-Business Requirements” on page 10. Students must complete the required courses with a grade of “C” or better.

## B.B.A. Core Requirements

See “WTAMU College of Business Core” on page 11. All courses in the College of Business must be completed with a grade of “C” or better.

## CIS Core Requirements

Course	Title
CIDM 1315	Programming Fundamentals
CIDM 2315	Programming Business Applications
CIDM 3350	Database Systems Design

## WHY CIS?

Information Systems professionals play a vital role in the implementation and administration of computer-based technology solutions within their organizations because they become experts in business and technology arenas. They oversee all aspects of an organization, such as software development, web-based applications development, networking, security, data mining, business intelligence, database and mobile applications. With a major in CIS, you will be qualified to join the rapidly expanding information-age economy. Our CIS graduates pursue professional careers as business application and mobile application developers, network security administrators and project managers. Public and private companies and organizations throughout Texas and the nation are looking for people with the skills you can learn with a degree in CIS or Decision Management. Beginning salaries range from \$39,000 to \$55,000, and top salaries can exceed \$150,000. For more information on potential salary ranges, please visit [wtamu.myplan.com](http://wtamu.myplan.com).



**Curriculum Guide**  
**Major: Computer Information Systems – CIS Emphasis (B.B.A.)**  
**2013-2014**

First Year		Second Year	
Semester 1	Semester 2	Semester 1	Semester 2
Core 10: ENGL 1301 3 hrs.	ENGL 1302* or 2311* 3 hrs.	ACCT 2301 3 hrs.	ACCT 2302* 3 hrs.
Core 20: MATH 1324* 3 hrs.	MATH 1325* 3 hrs.	CIDM 2342* 3 hrs.	CIDM 2315* 3 hrs.
Core 80: ECON 2301 or 2302 3 hrs.	ECON 2301 or 2302 3 hrs.	CIDM 1315* 3 hrs.	CIDM 3330* 3 hrs.
Core 11: COMM 1321 or 1315 3 hrs.	Core 60: History <sup>c</sup> 3 hrs.	Core 60: History <sup>c</sup> 3 hrs.	FIN 3320* 3 hrs.
Core 90: BUSI 1304, CIDM 1301, 1315, 2345 or FIN 1307 3 hrs.	Core 70: Political Science <sup>c</sup> 3 hrs.	Core 70: Political Science <sup>c</sup> 3 hrs.	MGT 3330 or MKT 3340 3 hrs.
15 hrs.	15 hrs.	15 hrs.	15 hrs.
Third Year		Fourth Year	
Semester 1	Semester 2	Semester 1	Semester 2
MGT 3330 or MKT 3340 3 hrs.	ACCT 3312* 3 hrs.	CIDM 4360* 3 hrs.	CIDM 4390* 3 hrs.
CIS 3350 3 hrs.	CIS Adv. Elective* 3 hrs.	CIS Adv. Elective* 3 hrs.	CIS Adv. Elective 3 hrs.
CIDM 3385 3 hrs.	Adv. Eco. or COB Writing Core 3 hrs.	Adv. Eco. or COB Writing Core 3 hrs.	CIS Adv. Elective 3 hrs.
BUSI 3312 3 hrs.	Core 40: Humanities <sup>c</sup> 3 hrs.	MGT 4315 or Free Elect. 3 hrs.	MGT 4315* or Free Elect. 3 hrs.
Core 30: Lab Science <sup>c</sup> 3 hrs.	Core 30: Lab Science <sup>c</sup> 3 hrs.	Core 50: Arts <sup>c</sup> 3 hrs.	Free Elective 3 hrs.
15 hrs.	15 hrs.	15 hrs.	15 hrs.
			<b>Total degree hours must equal 120</b>

\* Indicates prerequisites. See page 34.

<sup>c</sup> See Core Curriculum on page 9.

<sup>f</sup> Fall Only

<sup>s</sup> Spring Only

*NOTE: Course scheduling/rotation notes are not definitive and should be used for general planning purposes only. A number of factors can influence when courses are offered. Students should always seek the advice of their academic advisor before scheduling classes.*

### CIS Concentration

CIDM 3312	Advanced Business Programming
CIDM 3385	Networking and Data Communications
CIDM 4360	Object-Oriented Analysis and Design
CIDM 4390	Software Systems Development

### And 12 hours from:

CIDM 3372	Web Application Development
CIDM 3390	Project Management
CIDM 4310	Business Intelligence & Decision Support Systems
CIDM 4331	Production and Operations Management
CIDM 4350	Data Mining Methods
CIDM 4372	Information Visualization
CIDM 4382	Software Development in a Database Environment
CIDM 4385	Mobile Application Development
CIDM 4398	Internship in CIS
CIDM 4392	Applied Problems in CIS

Additional electives to total 120 hours



**Curriculum Guide**  
**Major: Computer Information Systems – Decision Management Emphasis (B.B.A.)**  
**2013-2014**

First Year		Second Year	
Semester 1	Semester 2	Semester 1	Semester 2
Core 10: ENGL 1301 3 hrs.	ENGL 1302* or 2311* 3 hrs.	ACCT 2301 3 hrs.	ACCT 2302* 3 hrs.
Core 20: MATH 1324* 3 hrs.	MATH 1325* 3 hrs.	CIDM 2342* 3 hrs.	CIDM 2330* 3 hrs.
Core 80: ECON 2301 or 2302 3 hrs.	ECON 2301 or 2302 3 hrs.	Core 40: Humanities <sup>Ⓒ</sup> 3 hrs.	FIN 3320* 3 hrs.
Core 11: COMM 1321 or 1315 3 hrs.	Core 60: History <sup>Ⓒ</sup> 3 hrs.	Core 60: History <sup>Ⓒ</sup> 3 hrs.	MGT 3330 3 hrs.
Core 90: BUSI 1304, CIDM 1301, 1315, 2345 or FIN 1307 3 hrs.	Core 70: Political Science <sup>Ⓒ</sup> 3 hrs.	Core 70: Political Science <sup>Ⓒ</sup> 3 hrs.	CIDM 1315 3 hrs.
15 hrs.	15 hrs.	15 hrs.	15 hrs.
Third Year		Fourth Year	
Semester 1	Semester 2	Semester 1	Semester 2
CIDM 2315* 3 hrs.	CIDM 3350* 3 hrs.	MGT 4315* or Free Elective 3 hrs.	MGT 4315* or Free Elective 3 hrs.
Dec. Mgt. Elective 3 hrs.	Dec. Mgt. Elective* 3 hrs.	Dec. Mgt. Elective* 3 hrs.	Dec. Mgt. Elective 3 hrs.
MKT 3340 3 hrs.	CIDM Adv. Elective 3 hrs.	CIDM Adv. Elective 3 hrs.	CIDM Adv. Elective 3 hrs.
BUSI 3312* 3 hrs.	Adv. Eco. or COB Writing Core 3 hrs.	Adv. Eco. or COB Writing Core 3 hrs.	Free Elective 3 hrs.
Core 30: Lab Science <sup>Ⓒ</sup> 3 hrs.	Core 30: Lab Science <sup>Ⓒ</sup> 3 hrs.	Core 50: Arts <sup>Ⓒ</sup> 3 hrs.	Free Elective 3 hrs.
15 hrs.	15 hrs.	15 hrs.	15 hrs.
			<b>Total degree hours must equal 120</b>

\* Indicates prerequisites. See page 34.

<sup>Ⓒ</sup> See Core Curriculum on page 9.

<sup>Ⓕ</sup> Fall Only

<sup>Ⓖ</sup> Spring Only

*NOTE: Course scheduling/rotation notes are not definitive and should be used for general planning purposes only. A number of factors can influence when courses are offered. Students should always seek the advice of their academic advisor before scheduling classes.*

### Decision Management Concentration

**12 hours from:**

CIDM 3310	Spreadsheet Applications in Business
CIDM 3390	Project Management
CIDM 4310	Business Intelligence & Decision Support System
CIDM 4331	Production and Operations Management
CIDM 4343	Supply Chain Management
CIDM 4352	Business Forecasting
CIDM 4358	Operations Research Methods
CIDM 4364	Introduction to Quantitative Economics and Finance

9 hours of advanced (3000-4000 level) CIDM electives  
 Additional electives to total 120 hours





## B.B.A. IN ECONOMICS (MAJOR CODE: 306)

### University Core Curriculum Requirements

See “University Core Curriculum” on page 9. Students must take MATH 1324, ECON 2301, COMM 1321, and CIDM 1315.

### Pre-Business Requirements

See “Pre-Business Requirements” on page 10. Students must complete the required courses with a grade of “C” or better.

### B.B.A. Core Requirements

See “WTAMU College of Business Core” on page 11. All courses in the College of Business must be completed with a grade of “C” or better.

### Economics Core Requirements

Course	Title
ECON 2302	Principles of Micro Economics
ECON 3311	Intermediate Microeconomic Theory
ECON 3312	Intermediate Macroeconomic Theory

18 hours of advanced (3000-4000 level) economics electives selected with advisor  
Additional electives to total 120 hours

### WHY ECONOMICS?

Economists study how society distributes resources, such as land, labor, raw materials and machinery to produce goods and services. They conduct research, collect and analyze data, monitor economic trends and develop forecasts on a wide variety of issues, including energy costs, inflation, interest rates, exchange rates, business cycles, taxes and employment levels, among others. Economists develop methods for obtaining the data they need. Preparing reports, including tables and charts, on research results is an important part of an economist’s job. Economics graduates often work in banking, insurance, management, economic development enterprises, regulation, government or international business relations. Beginning salaries range from \$42,000-\$69,000, and top salaries can exceed \$150,000. For more information on potential salary ranges, please visit [wtamu.myplan.com](http://wtamu.myplan.com).



**Curriculum Guide**  
**Major: Economics (B.B.A.)**  
**2013-2014**

First Year		Second Year	
Semester 1	Semester 2	Semester 1	Semester 2
Core 10: ENGL 1301 3 hrs. Core 20: MATH 1324* 3 hrs. Core 80: ECON 2301 or 2302 3 hrs. Core 11: COMM 1321 or 1315 3 hrs. Core 90: BUSI 1304, CIDM 1301, 1315, 2345 or FIN 1307 3 hrs.	ENGL 1302* or 2311* 3 hrs. MATH 1325* 3 hrs. ECON 2301 or 2302 3 hrs. Core 60: History <sup>c</sup> 3 hrs. Core 70: Political Science <sup>c</sup> 3 hrs.	ACCT 2301 3 hrs. CIDM 2342* 3 hrs. Core 40: History <sup>c</sup> 3 hrs. Core 60: Political Science <sup>c</sup> 3 hrs. ECON 3311 3 hrs.	ACCT 2302* 3 hrs. CIDM 3330* 3 hrs. FIN 3320* 3 hrs. MGT 3330 or MKT 3340 3 hrs. ECON 3312 3 hrs.
15 hrs.	15 hrs.	15 hrs.	15 hrs.
Third Year		Fourth Year	
Semester 1	Semester 2	Semester 1	Semester 2
MGT 3330 or MKT 3340 3 hrs. Adv. ECON Elective (4312, 4332 or 4351) <sup>f</sup> 3 hrs. Adv. ECON Elective (4312, 4332 or 4351) <sup>f</sup> 3 hrs. BUSI 3312* 3 hrs. Core 30: Lab Science <sup>c</sup> 3 hrs.	Adv. ECON Elective (3355, 4301 4364 or 4370) <sup>s</sup> 3 hrs. Adv. ECON Elective (3355, 4301 4364 or 4370) <sup>s</sup> 3 hrs. Adv. Eco. or COB Writing Core 3 hrs. Core 30: Lab Science <sup>c</sup> 3 hrs. Core 40: Humanities <sup>c</sup> 3 hrs.	MGT 4315* or Free Elective 3 hrs. Adv. ECON Elective (4312, 4332 or 4351) <sup>f</sup> 3 hrs. Free Elective 3 hrs. Adv. Eco. or COB Writing Core 3 hrs. Core 50: Arts <sup>c</sup> 3 hrs.	MGT 4315* or Free Elective 3 hrs. Adv. ECON Elective (3355, 4301 4364 or 4370) <sup>s</sup> 3 hrs. Free Elective 3 hrs. Free Elective 3 hrs. Free Elective 3 hrs.
15 hrs.	15 hrs.	15 hrs.	15 hrs.
			<b>Total degree hours must equal 120</b>

\* Indicates prerequisites. See page 34.

<sup>c</sup> See Core Curriculum on page 9.

<sup>f</sup> Fall Only

<sup>s</sup> Spring Only

*NOTE: Course scheduling/rotation notes are not definitive and should be used for general planning purposes only. A number of factors can influence when courses are offered. Students should always seek the advice of their academic advisor before scheduling classes.*



# B.A./B.S. IN ECONOMICS (MAJOR CODE: 319)

## University Core Curriculum Requirements

See “University Core Curriculum” on page 9.

## Economics B.A./B.S. Core Requirements

Course	Title
MATH 1324	Mathematics for Business and Economics I
COMM 1315	Basic Speech Communication <b>OR</b>
COMM 1321	Business and Professional Communication (if not taken as part of University Core)
ECON 2301	Principles of Macroeconomics (if not taken as part of University Core)
ECON 2302	Principles of Microeconomics
ECON 3311	Intermediate Microeconomic Theory
ECON 3312	Intermediate Macroeconomic Theory
MATH 1325	Mathematics for Business and Economics II
CIDM 2342	Statistics for Business and Economics

18 semester hours of advanced (3000-4000 level) economics electives

15 semester hours of additional course work with prior approval of advisor

(should be in harmony with student’s area of interest)

### Recommended Electives:

ACCT 2301	Principles of Accounting I
ACCT 2302	Principles of Accounting II
COMM 1315	Basic Speech <b>OR</b>
COMM 1321	Business and Professional Communication (if not taken as part of University core)

### B.A. Additional Requirements

8 semester hours of foreign language

6 semester hours from art, English, history, philosophy or theatre.

Additional electives to total 122 hours

### B.S. Additional Requirements

6 semester hours from natural sciences and mathematics

6 semester hours from communications and social sciences

Additional electives to total 120 hours

### WHY A B.A. OR B.S. IN ECONOMICS?

Economics is often considered an ideal pre-professional undergraduate degree. More than half the students pursuing an undergraduate degree in economics will continue into professional programs, which include law school, MBA programs, graduate programs in finance, or doctoral programs in areas such as marketing, management, economics or finance. Students will choose the B.A. or the B.S. depending on the requirements of the graduate school they plan to attend.



## B.B.A. IN FINANCE (MAJOR CODE: 309)

### University Core Curriculum Requirements

See “University Core Curriculum” on page 9. Students must take MATH 1324, ECON 2301, COMM 1321, and CIDM 1315.

### Pre-Business Requirements

See “Pre-Business Requirements” on page 10. Students must complete the required courses with a grade of “C” or better.

### B.B.A. Core Requirements

See “WTAMU College of Business Core” on page 11. All courses in the College of Business must be completed with a grade of “C” or better.

### Finance Core Requirements

Course	Title
FIN 4311	Corporate Governance and Ethics
FIN 4320	Investments
FIN 4323	International Finance
FIN 4326	Financial Management

12 semester hours of advanced (3000-4000 level) finance electives

6 semester hours of any advanced course from: Accounting, Economics or Finance not already taken

Additional electives to total 120 hours

### WHY FINANCE?

Almost every firm, government agency and other type of organization employs one or more financial managers. They oversee the preparation of financial reports, direct investment activities and implement cash management strategies. The duties of financial managers vary with their specific titles, which include comptroller, treasurer or financial officer, credit manager, cash manager, financial planner, risk and insurance manager and manager of international banking. For most finance careers, you will need at least a bachelor’s degree. If you would prefer to work in management, a master’s degree in finance is highly recommended. Beginning salaries range from \$44,000 to \$65,000, and top salaries begin at \$200,000 and increase from there. For more information on potential salary ranges, please visit [wtamu.myplan.com](http://wtamu.myplan.com).



**Curriculum Guide**  
**Major: Finance (B.B.A.)**  
**2013-2014**

First Year		Second Year	
Semester 1	Semester 2	Semester 1	Semester 2
Core 10: ENGL 1301 3 hrs. Core 20: MATH 1324* 3 hrs. Core 80: ECON 2301 or 2302 3 hrs. Core 11: COMM 1321 or 1315 3 hrs. Core 90: BUSI 1304, CIDM 1301, 1315, 2345 or FIN 1307 3 hrs.	ENGL 1302* or 2311* 3 hrs. MATH 1325* 3 hrs. ECON 2301 or 2302 3 hrs. Core 60: History <sup>c</sup> 3 hrs. Core 70: Political Science <sup>c</sup> 3 hrs.	ACCT 2301 3 hrs. CIDM 2342* 3 hrs. Core 40: Humanities <sup>c</sup> 3 hrs. Core 60: History <sup>c</sup> 3 hrs. Core 70: Political Science <sup>c</sup> 3 hrs.	ACCT 2302* 3 hrs. CIDM 3330* 3 hrs. FIN 3320* 3 hrs. MGT 3330 3 hrs. MKT 3340 3 hrs.
15 hrs.	15 hrs.	15 hrs.	15 hrs.
Third Year		Fourth Year	
Semester 1	Semester 2	Semester 1	Semester 2
FIN 4320 <sup>f</sup> 3 hrs. FIN 4311 <sup>f</sup> 3 hrs. FIN 4323 <sup>f</sup> or FIN Elective (3350, 4324 or 4325) <sup>f</sup> 3 hrs. BUSI 3312* 3 hrs. Core 30: Lab Science <sup>c</sup> 3 hrs.	FIN 4326 <sup>s</sup> 3 hrs. FIN Elective (3311, 3335, 3350 or 4321) <sup>s</sup> 3 hrs. FIN Elective (3311, 3335, 3350 or 4321) <sup>s</sup> 3 hrs. Adv. Eco. or COB Writing Core 3 hrs. Core 30: Lab Science <sup>c</sup> 3 hrs.	MGT 4315* or Free Elective 3 hrs. FIN 4323 <sup>f</sup> or FIN Elective (3350, 4324 or 4325) <sup>f</sup> 3 hrs. Adv. FIN, ACCT or ECO* 3 hrs. Adv. Eco. or COB Writing Core 3 hrs. Core 50: Arts <sup>c</sup> 3 hrs.	MGT 4315* or Free Elective 3 hrs. FIN Elective (3311, 3335, 3350 or 4321) <sup>s</sup> 3 hrs. Adv. FIN, ACCT or ECO* 3 hrs. Free Elective 3 hrs. Free Elective 3 hrs.
15 hrs.	15 hrs.	15 hrs.	15 hrs.
			<b>Total degree hours must equal 120</b>

\* Indicates prerequisites. See page 34.

<sup>c</sup> See Core Curriculum on page 9.

<sup>f</sup> Fall Only

<sup>s</sup> Spring Only

*NOTE: Course scheduling/rotation notes are not definitive and should be used for general planning purposes only. A number of factors can influence when courses are offered. Students should always seek the advice of their academic advisor before scheduling classes.*





## B.B.A. IN GENERAL BUSINESS (MAJOR CODE: 302)

### University Core Curriculum Requirements

See “University Core Curriculum” on page 9. Students must take MATH 1324, ECON 2301, COMM 1321, and CIDM 1315.

### Pre-Business Requirements

See “Pre-Business Requirements” on page 10. Students must complete the required courses with a grade of “C” or better.

### B.B.A. Core Requirements

See “WTAMU College of Business Core” on page 11. All courses in the College of Business must be completed with a grade of “C” or better.

### General Business Core Requirements

Course	Title
MGT 4311	Business Ethics and Society OR
FIN 4311	Corporate Governance and Ethics
BUSI 3319	International Business
MGT 4335	International Management

### Required Courses from Other Subject Areas

Nine hours are required from each of three areas of specialization (to total 27 hours; at least 21 hours must be 3000-4000 level) to be chosen from: accounting, business law and communications, computer information and decision management, supply chain management, economics, finance, management or marketing. Other subject areas may be developed with approval of advisor and department head. Students will need to consult their advisor to ensure that courses selected will meet major requirements.

This degree is also available online as a “completion degree.” Students transfer in the first 54 applicable credit hours and complete the degree with online courses.

### WHY GENERAL BUSINESS?

Students who obtain a degree in general business are prepared for careers in any number of business industries such as banks and financial institutions, retail stores, restaurants, hotels and healthcare organizations. Students who specialize in entrepreneurship and small business are prepared to begin a sole-proprietor business or help manage one. Students who specialize in biotechnology and healthcare management are prepared for careers in healthcare administration. Students who specialize in international business are prepared for careers with global businesses such as international airlines, domestic and foreign corporations, multinational service firms and international marketing or trade firms. They also could seek careers with the United Nations and international religious organizations. Students who wish to teach business in secondary public or private schools will pair the general business degree with teaching certification through the WTAMU Department of Education. Salaries begin at \$38,000 to \$59,000 and can go into the millions of dollars for CEO’s of multinational corporations. For more information on potential salary ranges, please visit [wtamu.myplan.com](http://wtamu.myplan.com).



**Curriculum Guide**  
**Major: General Business (B.B.A.)**  
**2013-2014**

First Year		Second Year	
Semester 1	Semester 2	Semester 1	Semester 2
Core 10: ENGL 1301 3 hrs. Core 20: MATH 1324* 3 hrs. Core 80: ECON 2301 or 2302 3 hrs. Core 11: COMM 1321 or 1315 3 hrs. Core 90: BUSI 1304, CIDM 1301, 1315, 2345 or FIN 1307 3 hrs.	ENGL 1302* or 2311* 3 hrs. MATH 1325* 3 hrs. ECON 2301 or 2302 3 hrs. Core 60: History <sup>c</sup> 3 hrs. Core 70: Political Science <sup>c</sup> 3 hrs.	ACCT 2301 3 hrs. CIDM 2342* 3 hrs. Core 40: Humanities <sup>c</sup> 3 hrs. Core 60: History <sup>c</sup> 3 hrs. Core 70: Political Science <sup>c</sup> 3 hrs.	ACCT 2302* 3 hrs. CIDM 3330* 3 hrs. FIN 3320* 3 hrs. MGT 3330 3 hrs. MKT 3340 3 hrs.
15 hrs.	15 hrs.	15 hrs.	15 hrs.
Third Year		Fourth Year	
Semester 1	Semester 2	Semester 1	Semester 2
Area #1, Course #1 3 hrs. Area #2, Course #1 3 hrs. MGT* or FIN 4311 3 hrs. BUSI 3312* 3 hrs. Core 30: Lab Science <sup>c</sup> 3 hrs.	Area #1, Course #2 3 hrs. Area #3, Course #1 3 hrs. BUSI 3319* or MGT 4335* 3 hrs. Adv. Eco. or COB Writing Core 3 hrs. Core 30: Lab Science <sup>c</sup> 3 hrs.	MGT 4315* or Free Elective 3 hrs. Area #2, Course #2 3 hrs. Area #3, Course #2 3 hrs. Adv. Eco. or COB Writing Core 3 hrs. Core 50: Arts <sup>c</sup> 3 hrs.	MGT 4315* or Free Elective 3 hrs. Area #1, Course #3 3 hrs. Area #2, Course #3 3 hrs. Area #3, Course #3 3 hrs. Free Elective 3 hrs.
15 hrs.	15 hrs.	15 hrs.	15 hrs.
<b>Total degree hours must equal 120</b>			

\* Indicates prerequisites. See page 34.

<sup>c</sup> See Core Curriculum on page 9.

<sup>f</sup> Fall Only

<sup>s</sup> Spring Only

*NOTE: Course scheduling/rotation notes are not definitive and should be used for general planning purposes only. A number of factors can influence when courses are offered. Students should always seek the advice of their academic advisor before scheduling classes.*



**Curriculum Guide**  
**Major: General Business (B.B.A.) Online Option**  
**2013-2014**

First Year		Second Year	
Semester 1	Semester 2	Semester 1	Semester 2
Core 10: ENGL 1301 3 hrs. Core 20: MATH 1324* 3 hrs. Core 80: ECON 2301 or 2302 3 hrs. Core 11: COMM 1321 or 1315 3 hrs. Core 90: BUSI 1304, CIDM 1301, 1315, 2345 or FIN 1307 3 hrs.	ENGL 1302* or 2311* 3 hrs. MATH 1325* 3 hrs. ECON 2301 or 2302 3 hrs. Core 60: History <sup>c</sup> 3 hrs. Core 70: Political Science <sup>c</sup> 3 hrs.	ACCT 2301 3 hrs. CIDM 2342* 3 hrs. Core 40: Humanities <sup>c</sup> 3 hrs. Core 60: History <sup>c</sup> 3 hrs. Core 70: Political Science <sup>c</sup> 3 hrs.	ACCT 2302* 3 hrs. CIDM 3330* (online) 3 hrs. FIN 3320* (online) 3 hrs. MGT 3330 (online) 3 hrs. MKT 3340 (online) 3 hrs.
15 hrs.	15 hrs.	15 hrs.	15 hrs.
Third Year		Fourth Year	
Semester 1	Semester 2	Semester 1	Semester 2
Area #1, Course #1 (online) 3 hrs. Area #2, Course #1 (online) 3 hrs. MGT* or FIN 4311 (online) 3 hrs. BUSI 3312* (online) 3 hrs. Core 30: Lab Science <sup>c</sup> 3 hrs.	Area #1, Course #2 (online) 3 hrs. Area #3, Course #1 (online) 3 hrs. BUSI 3319* or MGT 4335* (online) 3 hrs. Adv. Eco. (online) 3 hrs. Core 30: Lab Science <sup>c</sup> 3 hrs.	Free Elective (online) 3 hrs. Area #2, Course #2 (online) 3 hrs. Area #3, Course #2 (online) 3 hrs. COB Writing Core 3 hrs. Core 50: Arts <sup>c</sup> 3 hrs.	MGT 4315* (online) 3 hrs. Area #1, Course #3 (online) 3 hrs. Area #2, Course #3 (online) 3 hrs. Area #3, Course #3 (online) 3 hrs. Free Elective (online) 3 hrs.
15 hrs.	15 hrs.	15 hrs.	15 hrs.
<b>Total degree hours must equal 120</b>			

\* Indicates prerequisites. See page 34.

<sup>c</sup> See Core Curriculum on page 9.

<sup>f</sup> Fall Only

<sup>s</sup> Spring Only

*NOTE: Course scheduling/rotation notes are not definitive and should be used for general planning purposes only. A number of factors can influence when courses are offered. Students should always seek the advice of their academic advisor before scheduling classes.*



# B.B.A. IN GENERAL BUSINESS HEALTH CARE MANAGEMENT EMPHASIS

## Health Care Core Requirements

Choose 6 courses (18 hours) from:

BUSI 4370;  
CIDM 3320, 4331, 4370;  
MKT 3342, 4346; ECON 4301, 4370;  
FIN 3335, 4325, 4326, 4370;  
MGT 4330, 4370

9 additional hours of electives in management will complete the 27 hours required for this emphasis

Curriculum Guide							
Major: General Business-Health Care Management Emphasis (B.B.A.)							
2013-2014							
First Year				Second Year			
Semester 1		Semester 2		Semester 1		Semester 2	
Core 10: ENGL 1301	3 hrs.	ENGL 1302* or 2311*	3 hrs.	ACCT 2301	3 hrs.	ACCT 2302*	3 hrs.
Core 20: MATH 1324*	3 hrs.	MATH 1325*	3 hrs.	CIDM 2342*	3 hrs.	CIDM 3330*	3 hrs.
Core 80: ECON 2301 or 2302	3 hrs.	ECON 2301 or 2302	3 hrs.	Core 40: Humanities <sup>Ⓒ</sup>	3 hrs.	FIN 3320*	3 hrs.
		Core 60: History <sup>Ⓒ</sup>	3 hrs.	Core 60: History <sup>Ⓒ</sup>	3 hrs.	MGT 3330	3 hrs.
Core 11: COMM 1321 or 1315	3 hrs.	Core 70: Political Science <sup>Ⓒ</sup>	3 hrs.	Core 70: Political Science <sup>Ⓒ</sup>	3 hrs.	MGT 3340	3 hrs.
Core 90: BUSI 1304, CIDM 1301, 1315, 2345 or FIN 1307	3 hrs.						
	15 hrs.		15 hrs.		15 hrs.		15 hrs.
Third Year				Fourth Year			
Semester 1		Semester 2		Semester 1		Semester 2	
MGT* or FIN 4311	3 hrs.	Health Care Core	3 hrs.	MGT 4315* or Free Elective	3 hrs.	MGT 4315* or Free Elective	3 hrs.
Health Care Core	3 hrs.	Health Care Core	3 hrs.	Health Care Core	3 hrs.	BUSI 3319* or MGT 4335*	3 hrs.
Health Care Core	3 hrs.	Health Care Core	3 hrs.	MGT Elective	3 hrs.	MGT Elective	3 hrs.
BUSI 3312*	3 hrs.	Adv. Eco. or COB Writing Core	3 hrs.	Adv. Eco. or COB Writing Core	3 hrs.	MGT Elective	3 hrs.
Core 30: Lab Science <sup>Ⓒ</sup>	3 hrs.	Core 30: Lab Science <sup>Ⓒ</sup>	3 hrs.	Core 50: Arts <sup>Ⓒ</sup>	3 hrs.	Free Elective	3 hrs.
	15 hrs.		15 hrs.		15 hrs.		15 hrs.
						<b>Total degree hours must equal 120</b>	

\* Indicates prerequisites. See page 34.  
<sup>Ⓒ</sup> See Core Curriculum on page 9.  
<sup>Ⓕ</sup> Fall Only  
<sup>Ⓖ</sup> Spring Only

*NOTE: Course scheduling/rotation notes are not definitive and should be used for general planning purposes only. A number of factors can influence when courses are offered. Students should always seek the advice of their academic advisor before scheduling classes.*



## B.B.A. IN GENERAL BUSINESS ENTREPRENEURSHIP/SMALL BUSINESS EMPHASIS

### Entrepreneurship/Small Business Core Requirements

12 hours from marketing and management that are specifically targeted to entrepreneurship and small business. Students will also select one additional course each from management and marketing.

3 additional courses from ACCT, CIDM, ECON or FIN (or an area outside the College of Business selected with the approval of the advisor) will complete the 27 hours required for this emphasis.

Curriculum Guide							
Major: General Business-Entrepreneurship/Small Business Emphasis (B.B.A.)							
2013-2014							
First Year				Second Year			
Semester 1		Semester 2		Semester 1		Semester 2	
Core 10: ENGL 1301	3 hrs.	ENGL 1302* or 2311*	3 hrs.	ACCT 2301	3 hrs.	ACCT 2302*	3 hrs.
Core 20: MATH 1324*	3 hrs.	MATH 1325*	3 hrs.	CIDM 2342*	3 hrs.	CIDM 3330*	3 hrs.
Core 80: ECON 2301 or 2302	3 hrs.	ECON 2301 or 2302	3 hrs.	Core 40: Humanities <sup>Ⓒ</sup>	3 hrs.	FIN 3320*	3 hrs.
		Core 60: History <sup>Ⓒ</sup>	3 hrs.	Core 60: History <sup>Ⓒ</sup>	3 hrs.	MGT 3330	3 hrs.
Core 11: COMM 1321 or 1315	3 hrs.	Core 70: Political Science <sup>Ⓒ</sup>	3 hrs.	Core 70: Political Science <sup>Ⓒ</sup>	3 hrs.	MKT 3340	3 hrs.
Core 90: BUSI 1304, CIDM 1301, 1315, 2345 or FIN 1307	3 hrs.						
	15 hrs.		15 hrs.		15 hrs.		15 hrs.
Third Year				Fourth Year			
Semester 1		Semester 2		Semester 1		Semester 2	
MGT* or FIN 4311	3 hrs.	BUSI 3319* or MGT 4335*	3 hrs.	MGT 4315* or Free Elective	3 hrs.	MGT 4315* or Free Elective	3 hrs.
MGT 3332*	3 hrs.	MGT 3333*	3 hrs.	MKT 4346*	3 hrs.	Adv. MKT Elective	3 hrs.
Adv. MGT Elective	3 hrs.	MKT 3350	3 hrs.	Area Elective #1	3 hrs.	Area Elective #2	3 hrs.
BUSI 3312*	3 hrs.	Adv. Eco. or COB Writing Core		Adv. Eco. or COB Writing Core		Area Elective #3	3 hrs.
Core 30: Lab Science <sup>Ⓒ</sup>	3 hrs.	Core 30: Lab Science <sup>Ⓒ</sup>	3 hrs.	Core 50: Arts <sup>Ⓒ</sup>	3 hrs.	Free Elective	3 hrs.
	15 hrs.		15 hrs.		15 hrs.		15 hrs.
						<b>Total degree hours must equal 120</b>	

\* Indicates prerequisites. See page 34.  
<sup>Ⓒ</sup> See Core Curriculum on page 9.  
<sup>Ⓕ</sup> Fall Only  
<sup>Ⓖ</sup> Spring Only

*NOTE: Course scheduling/rotation notes are not definitive and should be used for general planning purposes only. A number of factors can influence when courses are offered. Students should always seek the advice of their academic advisor before scheduling classes.*



# B.B.A. IN GENERAL BUSINESS INTERNATIONAL BUSINESS EMPHASIS

## International Business Core Requirements

15 hours of international business courses in the College of Business

4000-level course from HIST or POSC

3 additional courses from ACCT, CIDM, ECON, FIN, MGT or MKT

8 hours in a foreign language

Credit hours total 122 hours

Curriculum Guide							
Major: General Business-International Business Emphasis (B.B.A.)							
2013-2014							
First Year				Second Year			
Semester 1		Semester 2		Semester 1		Semester 2	
Core 10: ENGL 1301	3 hrs.	ENGL 1302* or 2311*	3 hrs.	ACCT 2301	3 hrs.	ACCT 2302*	3 hrs.
Core 20: MATH 1324*	3 hrs.	MATH 1325*	3 hrs.	CIDM 2342*	3 hrs.	CIDM 3330*	3 hrs.
Core 80: ECON 2301 or 2302	3 hrs.	ECON 2301 or 2302	3 hrs.	Core 40: Humanities <sup>c</sup>	3 hrs.	FIN 3320*	3 hrs.
		Core 60: History <sup>c</sup>	3 hrs.	Core 60: History <sup>c</sup>	3 hrs.	MGT 3330	3 hrs.
Core 11: COMM 1321 or 1315	3 hrs.	Core 70: Political Science <sup>c</sup>	3 hrs.	Core 70: Political Science <sup>c</sup>	3 hrs.	MKT 3340	3 hrs.
Core 90: BUSI 1304, CIDM 1301, 1315, 2345 or FIN 1307	3 hrs.						
	15 hrs.		15 hrs.		15 hrs.		15 hrs.
Third Year				Fourth Year			
Semester 1		Semester 2		Semester 1		Semester 2	
MGT* or FIN 4311	3 hrs.	BUSI 3319*	3 hrs.	MGT 4335*	3 hrs.	MGT 4315*	3 hrs.
FIN 4323 <sup>F</sup>	3 hrs.	POSC 4374	3 hrs.	MKT 4340*	3 hrs.	ECON 4341*	3 hrs.
BUSI 3312*	3 hrs.	Adv. Eco. or COB Writing Core		Adv. Eco. or COB Writing Core		Area Elective #2	3 hrs.
Core 30: Lab Science <sup>c</sup>	3 hrs.		3 hrs.		3 hrs.	Area Elective #3	3 hrs.
Foreign Language #1	3 hrs.	Core 30: Lab Science <sup>c</sup>	3 hrs.	Area Elective #1	3 hrs.	International Elective	3 hrs.
		Foreign Language #2	3 hrs.	Core 50: Arts <sup>c</sup>	3 hrs.		
	15 hrs.		15 hrs.		15 hrs.		15 hrs.
						<b>Total degree hours must equal 120</b>	

\* Indicates prerequisites. See page 34.  
<sup>c</sup> See Core Curriculum on page 9.  
<sup>F</sup> Fall Only  
<sup>S</sup> Spring Only

*NOTE: Course scheduling/rotation notes are not definitive and should be used for general planning purposes only. A number of factors can influence when courses are offered. Students should always seek the advice of their academic advisor before scheduling classes.*



## B.B.A. IN MANAGEMENT (MAJOR CODE: 311)

### University Core Curriculum Requirements

See “University Core Curriculum” on page 9. Students must take MATH 1324, ECON 2301, COMM 1321, and CIDM 1315.

### Pre-Business Requirements

See “Pre-Business Requirements” on page 10. Students must complete the required courses with a grade of “C” or better.

### B.B.A. Core Requirements

See “WTAMU College of Business Core” on page 11. All courses in the College of Business must be completed with a grade of “C” or better.

### Management Core Requirements

Course	Title
MGT 3335	Organizational Behavior
MGT 4311	Business Ethics and Society
MGT 4330	Critical Issues in Human Resources Mgt.
MGT 4335	International Management OR
MGT 4333	Diversity and Cross Cultural Management
CIDM 4331	Production and Operations Management

12 semester hours of advanced (3000-4000 level) Management elective courses  
Additional electives to total 120 hours

### WHY MANAGEMENT?

Management is the organizational process that includes strategic planning, setting objectives, managing resources, deploying the human and financial assets needed to achieve objectives and measuring results. Students who obtain the management degree can apply their skills in a variety of settings. Management majors are prepared for careers in business management in banks and financial institutions; local, state and federal governments, non-profit organizations, manufacturing and industrial organizations. Students who specialize in human resources are prepared for careers in all aspects of personnel management in business, healthcare organizations and education. Salaries begin at \$40,000 to \$55,000 and can top \$150,000. For more information on potential salary ranges, please visit [wtamu.myplan.com](http://wtamu.myplan.com).





**Curriculum Guide**  
**Major: Management (B.B.A.)**  
**2013-2014**

First Year		Second Year	
Semester 1	Semester 2	Semester 1	Semester 2
Core 10: ENGL 1301 3 hrs.	ENGL 1302* or 2311* 3 hrs.	ACCT 2301 3 hrs.	ACCT 2302* 3 hrs.
Core 20: MATH 1324* 3 hrs.	MATH 1325* 3 hrs.	CIDM 2342* 3 hrs.	CIDM 3330* 3 hrs.
Core 80: ECON 2301 or 2302 3 hrs.	ECON 2301 or 2302 3 hrs.	Core 40: Humanities <sup>c</sup> 3 hrs.	FIN 3320* 3 hrs.
Core 11: COMM 1321 or 1315 3 hrs.	Core 60: History <sup>c</sup> 3 hrs.	Core 60: History <sup>c</sup> 3 hrs.	MGT 3330 3 hrs.
Core 90: BUSI 1304, CIDM 1301, 1315, 2345 or FIN 1307 3 hrs.	Core 70: Political Science <sup>c</sup> 3 hrs.	Core 70: Political Science <sup>c</sup> 3 hrs.	MKT 3340 3 hrs.
15 hrs.	15 hrs.	15 hrs.	15 hrs.
Third Year		Fourth Year	
Semester 1	Semester 2	Semester 1	Semester 2
MGT 4311* 3 hrs.	MGT 4330 3 hrs.	MGT 4315* or Free Elective 3 hrs.	MGT 4315* or Free Elective 3 hrs.
CIDM 4331* 3 hrs.	MGT 3335* 3 hrs.	MKT 4333* or 4335* 3 hrs.	Adv. MGT Elective 3 hrs.
Adv. MGT Elective 3 hrs.	Adv. MGT Elective 3 hrs.	Free Elective 3 hrs.	Adv. MGT Elective 3 hrs.
BUSI 3312* 3 hrs.	Adv. Eco. or COB Writing Core	Adv. Eco. or COB Writing Core	Free Elective 3 hrs.
Core 30: Lab Science <sup>c</sup> 3 hrs.	Core 30: Lab Science <sup>c</sup> 3 hrs.	Core 50: Arts <sup>c</sup> 3 hrs.	Free Elective 3 hrs.
15 hrs.	15 hrs.	15 hrs.	15 hrs.
			<b>Total degree hours must equal 120</b>

\* Indicates prerequisites. See page 34.

<sup>c</sup> See Core Curriculum on page 9.

<sup>f</sup> Fall Only

<sup>s</sup> Spring Only

*NOTE: Course scheduling/rotation notes are not definitive and should be used for general planning purposes only. A number of factors can influence when courses are offered. Students should always seek the advice of their academic advisor before scheduling classes.*



## B.B.A. IN MANAGEMENT HUMAN RESOURCES MANAGEMENT EMPHASIS

Course	Title
MGT 3335	Organizational Behavior
MGT 4310	Critical Issues in Human Resources Management
MGT 4333	Diversity and Cross Cultural Management
MGT 4334	Compensation Administration <b>OR</b>
MGT 4360	Recruitment and Selection
MGT 4365	Training and Development
BUSI 4330	Employment Law
MGT 4311	Business Ethics and Society <b>OR</b>
FIN 4311	Corporate Governance and Ethics

**And 6 semester hours from the following:**

MGT 3390	Project Management
MGT 4335	International Management
MGT 4336	Leadership Development
CIDM 4331	Production and Operations Management
COMM 3331	Organizational Communication
ECON 4351	Economics of Labor Resources

Additional electives to total 120 hours



**Curriculum Guide**  
**Major: Human Resource Management (B.B.A.)**  
**2013-2014**

First Year		Second Year	
Semester 1	Semester 2	Semester 1	Semester 2
Core 10: ENGL 1301 3 hrs.	ENGL 1302* or 2311* 3 hrs.	ACCT 2301 3 hrs.	ACCT 2302* 3 hrs.
Core 20: MATH 1324* 3 hrs.	MATH 1325* 3 hrs.	CIDM 2342* 3 hrs.	CIDM 3330* 3 hrs.
Core 80: ECON 2301 or 2302 3 hrs.	ECON 2301 or 2302 3 hrs.	Core 40: Humanities <sup>Ⓒ</sup> 3 hrs.	FIN 3320* 3 hrs.
Core 11: COMM 1321 or 1315 3 hrs.	Core 60: History <sup>Ⓒ</sup> 3 hrs.	Core 60: History <sup>Ⓒ</sup> 3 hrs.	MGT 3330 3 hrs.
Core 90: BUSI 1304, CIDM 1301, 1315, 2345 or FIN 1307 3 hrs.	Core 70: Political Science <sup>Ⓒ</sup> 3 hrs.	Core 70: Political Science <sup>Ⓒ</sup> 3 hrs.	MKT 3340 3 hrs.
15 hrs.	15 hrs.	15 hrs.	15 hrs.
Third Year		Fourth Year	
Semester 1	Semester 2	Semester 1	Semester 2
MGT 4311* or FIN 4311 3 hrs.	MGT 4360* 3 hrs.	MGT 4315* or Free Elective 3 hrs.	MGT 4315* or Free Elective 3 hrs.
MGT 4330* 3 hrs.	MGT 4365* 3 hrs.	HR Elective 3 hrs.	MGT 4333* 3 hrs.
MGT 3335* 3 hrs.	BUSI 4330* 3 hrs.	Free Elective 3 hrs.	MGT 4334* 3 hrs.
BUSI 3312* 3 hrs.	Adv. Eco. or COB Writing Core 3 hrs.	Adv. Eco. or COB Writing Core 3 hrs.	HR Elective 3 hrs.
Core 30: Lab Science <sup>Ⓒ</sup> 3 hrs.	Core 30: Lab Science <sup>Ⓒ</sup> 3 hrs.	Core 50: Arts <sup>Ⓒ</sup> 3 hrs.	Free Elective 3 hrs.
15 hrs.	15 hrs.	15 hrs.	15 hrs.
			<b>Total degree hours must equal 120</b>

\* Indicates prerequisites. See page 34.

<sup>Ⓒ</sup> See Core Curriculum on page 9.

<sup>Ⓕ</sup> Fall Only

<sup>Ⓖ</sup> Spring Only

*NOTE: Course scheduling/rotation notes are not definitive and should be used for general planning purposes only. A number of factors can influence when courses are offered. Students should always seek the advice of their academic advisor before scheduling classes.*



## B.B.A. IN MARKETING (MAJOR CODE: 313)

### University Core Curriculum Requirements

See “University Core Curriculum” on page 9. Students must take MATH 1324, ECON 2301, COMM 1321, and CIDM 1315.

### Pre-Business Requirements

See “Pre-Business Requirements” on page 10. Students must complete the required courses with a grade of “C” or better.

### B.B.A. Core Requirements

See “WTAMU College of Business Core” on page 11. All courses in the College of Business must be completed with a grade of “C” or better.

### Marketing Core Requirements

Course	Title
MKT 3342	Consumer Behavior
MKT 3348	Marketing Research
MKT 4340	International Marketing
MKT 4348	Marketing Strategy

Fifteen semester hours of advanced (3000-4000 level) MKT elective courses  
Additional electives to total 120 hours

### Why Marketing?

Advertising, marketing, promotions, public relations and sales managers coordinate their companies’ market research, marketing strategy, sales advertising, promotion, pricing, product development and public relations activities. In small firms, the owner or chief executive officer might assume all these duties. In large firms, which may offer numerous products and services nationally, or even worldwide, an executive vice president directs overall advertising, marketing, promotions, sales and public relations policies. Students who obtain this degree are prepared for careers in sales and promotion, brand/product management, market research, buying, merchandising, sales management, purchasing/procurement, banking, insurance and real estate. Employers include large corporations, marketing research firms, advertising agencies, retailers and non-profit organizations. Salaries begin at \$40,000 to \$59,000 and can range up to \$150,000 to \$200,000 for executive vice president positions. For more information on potential salary ranges, please visit [wtamu.myplan.com](http://wtamu.myplan.com).



**Curriculum Guide  
Major: Marketing (B.B.A.)  
2013-2014**

First Year		Second Year	
Semester 1	Semester 2	Semester 1	Semester 2
Core 10: ENGL 1301 3 hrs.	ENGL 1302* or 2311* 3 hrs.	ACCT 2301 3 hrs.	ACCT 2302* 3 hrs.
Core 20: MATH 1324* 3 hrs.	MATH 1325* 3 hrs.	CIDM 2342* 3 hrs.	CIDM 3330* 3 hrs.
Core 80: ECON 2301 or 2302 3 hrs.	ECON 2301 or 2302 3 hrs.	Core 40: Humanities <sup>c</sup> 3 hrs.	FIN 3320* 3 hrs.
Core 11: COMM 1321 or 1315 3 hrs.	Core 60: History <sup>c</sup> 3 hrs.	Core 60: History <sup>c</sup> 3 hrs.	MGT 3330 3 hrs.
Core 90: BUSI 1304, CIDM 1301, 1315, 2345 or FIN 1307 3 hrs.	Core 70: Political Science <sup>c</sup> 3 hrs.	Core 70: Political Science <sup>c</sup> 3 hrs.	MKT 3340 3 hrs.
15 hrs.	15 hrs.	15 hrs.	15 hrs.
Third Year		Fourth Year	
Semester 1	Semester 2	Semester 1	Semester 2
MKT 3342 3 hrs.	MKT 3348* 3 hrs.	MGT 4315* or Free Elective 3 hrs.	MGT 4315* or Free Elective 3 hrs.
MKT 4340* 3 hrs.	Adv. MKT Elective 3 hrs.	MKT 4348* 3 hrs.	Adv. MKT Elective 3 hrs.
Adv. MKT Elective 3 hrs.	Adv. MKT Elective 3 hrs.	Free Elective 3 hrs.	Adv. MKT Elective 3 hrs.
BUSI 3312* 3 hrs.	Adv. Eco. or COB Writing Core 3 hrs.	Adv. Eco. or COB Writing Core 3 hrs.	Free Elective 3 hrs.
Core 30: Lab Science <sup>c</sup> 3 hrs.	Core 30: Lab Science <sup>c</sup> 3 hrs.	Core 50: Arts <sup>c</sup> 3 hrs.	Free Elective 3 hrs.
15 hrs.	15 hrs.	15 hrs.	15 hrs.
			<b>Total degree hours must equal 120</b>

\* Indicates prerequisites. See page 34.

<sup>c</sup> See Core Curriculum on page 9.

<sup>F</sup> Fall Only

<sup>S</sup> Spring Only

*NOTE: Course scheduling/rotation notes are not definitive and should be used for general planning purposes only. A number of factors can influence when courses are offered. Students should always seek the advice of their academic advisor before scheduling classes.*



# PREREQUISITES

## University Core Courses:

ENGL 1302 or 2311: ENGL 2301  
MATH 1324: MATH 0303 or score of 85 or higher on Accuplacer  
MATH 1325: MATH 1314 or 1324

## Accounting Courses:

ACCT 2302: ACCT 2301  
ACCT 3311: ACCT 2302  
ACCT 3331: ACCT 2302  
ACCT 3332: ACCT 3331  
ACCT 3371: ACCT 2302  
ACCT 3375: ACCT 2302, recommended CIDM 3330, computer competence or concurrent enrollment  
ACCT 4351: ACCT 3332 or concurrent enrollment

See University catalog for additional Accounting course prerequisites

## Computer Information and Decision Management Courses:

CIDM 2315: CIDM 1315  
CIDM 2342: MATH 1325 or permission of instructor  
CIDM 3312: CIDM 2315 and 3350  
CIDM 3330: CIDM 2342 or concurrent enrollment  
CIDM 3350: CIDM 1315 or equivalent.  
CIDM 3390: CIDM 2342 or equivalent  
CIDM 4331: CIDM 2342 or equivalent  
CIDM 4343: CIDM 2342 or equivalent  
CIDM 4360: CIDM 2315 and 3350  
CIDM 4364: CIDM 2342 or equivalent  
CIDM 4390: CIDM 4360

See University catalog for additional CIDM course prerequisites

## Economics Courses:

Economics 2301 and 2302 are prerequisite to all other economics courses

## Finance Courses:

FIN 3320: ACCT 2301, 2302 or concurrent enrollment,  
and CIDM 2342 or concurrent enrollment  
FIN 3335: FIN 3320  
FIN 3350: FIN 3320  
FIN 4320: FIN 3320 or consent of instructor  
FIN 4321: FIN 4320  
FIN 4323: FIN 3320 or consent of instructor  
FIN 4324: FIN 3320  
FIN 4326: FIN 3320

## General Business Courses:

BUSI 1304: ENGL 1302  
BUSI 3312: Junior standing  
BUSI 3319: MGT 3330 and MKT 3340; junior standing  
BUSI 4330: BUSI 3312  
BUSI 4370: BUSI 3312

## Management Courses:

MGT 3335: Junior Standing  
MGT 4311: Junior Standing  
MGT 4315: MGT 3330, MKT 3340, FIN 3320, senior standing  
MGT 4333: Junior Standing  
MGT 4334: MGT 3330  
MGT 4335: MGT 3330  
MGT 4360: CIDM 2342  
MGT 4365: CIDM 3330  
MGT 4370: MGT 3330

See University catalog for additional Management course prerequisites

## Marketing Courses:

MKT 3348: MKT 3340, CIDM 2342, CIDM 3330  
MKT 3356: MKT 3340  
MKT 4340: MKT 3340  
MKT 4342: MKT 3340  
MKT 4344: MKT 3340  
MKT 4346: MKT 3340  
MKT 4348: MKT 3340  
MKT 4360: MKT 3340



## **B.B.A./MASTER OF PROFESSIONAL ACCOUNTING INTEGRATED PROGRAM** **Certified Public Accountant (CPA) Preparation**

The Texas State Board of Public Accountancy requires 150 college hours to sit for the Texas CPA exam. The integrated program offered by the College of Business is a five-year program that offers a unique opportunity for successful and motivated students to develop superior credentials.

- Application for entry into the program will be made during the semester in which the student completes 90 hours of course work. Graduate course work cannot be taken prior to acceptance into the program. Program Coordinator: Dr. Darlene Pulliam, CC215E, 806-651-2521, dpulliam@wtamu.edu.
- Admission: Students are granted admission when the applicant has an undergraduate grade point average (GPA) of 3.0 or higher and scores in the 50th percentile or higher in one or more categories (math, verbal or analytical) of GRE or GMAT
- Conditional Admission: Students who do not qualify for regular admission are granted conditional admission when the applicant has an undergraduate GPA of 2.5 or higher and scores in the 25th percentile or higher on the composite score of the GMAT exam.
- Applicants must have completed the following accounting courses prior to admission: ACCT 2301, ACCT 2302, ACCT 3311, ACCT 3331, ACCT 3332, ACCT 3371, ACCT 3375.

**The following courses are required for a total of 150 hours for the Integrated B.B.A./M.P.A. Degree Program:**  
**University Core Curriculum (42 hours).** Must include ECON 2301

### **College of Business Requirements (39 hours)**

ACCT 2301	Principles of Accounting I
ACCT 2302	Principles of Accounting II
BUSI 3312	Business Law
CIDM 2342	Statistics for Business and Economics
CIDM 3330	Management Information Systems
ECON 2302	Principles of Microeconomics
Advanced ECON Elective (3000-4000 level course)	
FIN 3320	Business Finance
MATH 1325	Mathematics for Business and Economics II
MGT 3330	Principles of Management
MGT 4315	Strategic Management and Policy
MKT 3340	Principles of Marketing
College of Business writing component	

### **Undergraduate Accounting Requirements (21 hours)**

ACCT 3311	Federal Tax Accounting I
ACCT 3331	Intermediate Accounting I
ACCT 3332	Intermediate Accounting II
ACCT 3371	Cost Accounting
ACCT 3375	Accounting Information Systems
ACCT 4351	Auditing
CIDM 4331	Production and Operations Management

### **Undergraduate Electives (12 hours)**

### **Graduate Accounting Requirements (36 hours)**

- Three courses (9 hours) from: ACCT 6306, 6308, 6309 or 6310.
- Advanced Accounting Electives for Graduate Credit (9 hours).
- Business Environment & Concepts (9 hours): One course (3 hours) from ECON 6306, 6312, or 6341; two courses (6 hours) from: ACCT 6307; CIDM 5331, 6310; FIN 5311, 5320, 5323, 6320, 6322, 6350.
- 9 hours Graduate Electives by advisement.
- During the last semester of course work for the B.B.A./M.P.A. degree, the student will be required to pass a comprehensive written and/or oral exam covering the M.P.A. core courses. The examination will be administered by a three-member graduate accounting faculty committee.





## WEST TEXAS A&M UNIVERSITY CAREER SERVICES

Career Services' goal is to help students succeed in college and in the world of work. Programs are beneficial to students from their freshman year through graduate school. Career Counseling can help students choose a major and learn which occupations match specific majors. Personal counseling helps students with personal problems, from minor issues to serious troubles. The internship program allows students to work in their field, get paid and receive academic credit. Our Student Employment Services office lists part-time job openings available in the Amarillo and Canyon area for students to pursue while in school.

The COB encourages students to utilize WTAMU Career Services. They offer a wide array of resources - all designed to assist students with discovering their occupational matches and implementing their employment plans.

Some of the useful resources they offer are resume, interviewing and job search workshops; how to dress for success; mock interviews; business etiquette and money management resources; and career-choice assessment testing.

Student Employment Services (SES) maintains a list of part-time jobs on and off campus. Students can apply for on-campus jobs through Student Employment. SES also maintains a list of off-campus, part-time offerings from many local employers. Students can search the SES website for these job openings.



Contact WTAMU Career Services at:  
Career Services  
Classroom Center 1st floor - Student Success Center, Suite 113  
WTAMU Box 60728  
2403 N. Russell Long Blvd  
Canyon, TX 79016-0001  
Phone: 806.651.2345  
Fax: 806.651.2925  
Email: [wtcareer@wtamu.edu](mailto:wtcareer@wtamu.edu)

For more information and resources, visit WTAMU Career Services website at [wtamu.edu/career](http://wtamu.edu/career)



## COLLEGE OF BUSINESS INTERNSHIP PROGRAM

The COB offers internship opportunities through the WTAMU Career Services' Experiential Education Program. Students in approved internships have an opportunity to do actual work in their chosen field and receive three hours course credit and, in most cases, a salary for an internship position. To receive course credit, students complete an academic component in addition to the work of their internship, and at the end of the semester, receive a letter grade.

Some of the employers involved in this program are nationally recognized companies, such as Bank of America, Bell Helicopter, Disney, Ernst & Young, the FDIC, Wal-Mart, the U.S. Congress and Amazon. There are many local employers as well, such as B&W Pantex, Brown, Graham & Co., *Amarillo Globe News*, Happy State Bank, Gold Star Trust and the City of Amarillo. In the 2011-2012 academic year, 193 WTAMU students were placed in internship positions.

### WHY INTERN?

Top 10 Reasons Students Gave for Working in an Internship

1. To obtain valuable work experience
2. To see if I'm in the right major
3. To earn money to pay for my college education
4. To help me choose a career
5. To earn academic credit
6. To establish contacts for future employment opportunities
7. For personal growth: confidence and to interact professionally
8. To apply skills and knowledge I've learned in school
9. To enhance and add to my classroom education
10. To find out what it is really like to have a real full-time job

If you're interested in meaningful work experience in your major, maybe it's time to check out the WT Internship Program. Attending a "How To Find An Internship" workshop (offered every Thursday at 11:30 a.m. in the Career Services Office--Student Success Center, CC 113), is the best way to get started. Contact Career Services with questions.

Steve Sellars  
WTAMU Experiential Education Program  
Student Success Center, CC 113  
(806) 651-2345  
ssellars@wtamu.edu

or visit their website:

[wtamu.edu/career](http://wtamu.edu/career)

Click on "Students & Alumni" and then "Internships"



## MY BUFF PORTAL

Once admitted, students are provided computer access to a web portal called MY BUFF PORTAL. The portal can be accessed from the WTAMU homepage at [wtamu.edu](http://wtamu.edu).

Students are assigned a username using the following format:

WT Username:

- \* First letter of your first name
- \* First letter of your last name
- \* the rightmost digits (without leading zeros) of your WTAMU ID Number (the number on your Buffalo Gold Card)

To get a temporary password to initiate your account, call the Information Technology Service Center (ITSC) at 806-651-4357. ITSC will verify your identity and provide a unique password good for 24 hours.

### MY BUFF PORTAL

Provides single sign-on access to Campus Announcements, WTClass, Buff Advisor and Student Email.

### WTCLASS

Find the syllabus for all of your classes, access lessons, chat, etc. It opens to you five days prior to the start of each term. Online classes use WTClass to conduct instruction.

### BUFF ADVISOR

Watch for notices posted on the front page. You can register, pay your bill, accept financial aid, print your transcript, apply for graduation and do other useful tasks.

### STUDENT EMAIL

This is the only official means of communication from the University. Be sure to check it regularly. Your WTAMU email address will have the following format: [abstudent1@buffs.wtamu.edu](mailto:abstudent1@buffs.wtamu.edu). Ask ITSC for your email address when you call to set up MY BUFF PORTAL.

Students can also customize certain areas of their Profile page in MY BUFF to use the calendar feature, get the local weather, login into their Facebook account, as well as a number of other entertainment portlets.

### COMPUTER AND NETWORK AND TECHNOLOGY USAGE

Unauthorized and/or inappropriate use or access of computers, systems or networks is prohibited. The guidelines for computing, network and technology resources are available in the Open Access Lab in the Hastings Electronic Learning Center or on the World Wide Web at [wtamu.edu/rules](http://wtamu.edu/rules) and are incorporated herein for all purposes. Sharing or down-loading music, video, software, games or any other copyrighted material is against the law. [wtamu.edu/p2p](http://wtamu.edu/p2p) as well as [wtamu.edu/rules](http://wtamu.edu/rules).



## **BUFF EMAIL**

### **Official Email for West Texas A&M University**

Email is an official means of communication at West Texas A&M University. BUFFS email is the University's official email site for WTAMU students. Upon admission to the University, students are assigned an active student email account (see page 38).

Important notices and reminders from the COB and other offices such as the Registrar, Scholarship Services, Student Finance Aid, and the University Business Office will be sent to the student's BUFFS email account. **It is every student's responsibility to check their BUFFS email account for University-related communications on a frequent and consistent basis.** Checking your email daily will ensure you do not miss important information.

WTAMU and the College of Business use BUFFS email to keep students informed about things like drop deadlines, payment deadlines, cancellation of classes and waitlist opportunities. Your official College of Business degree plan will be sent to your BUFFS email address only.

BUFFS email provides students with a professional email address that can be used for correspondence with student organizations, prospective employers and others. Always use your BUFFS email account when emailing your academic advisor, instructor or other university official. This protects your identity and privacy.

**Remember to protect your user ID and password!**

The WTAMU IT Help Desk: [itsc@wtamu.edu](mailto:itsc@wtamu.edu) or call 806-651-4357.

**WHEN EMAILING YOUR INSTRUCTORS, ACADEMIC ADVISORS OR UNIVERSITY OFFICIALS, ALWAYS INCLUDE YOUR BUFF ID NUMBER.**



## IMPORTANT RULES AND DEFINITIONS

Each student is responsible to be fully acquainted with and to comply with West Texas A&M University policies and rules outlined in the Code of Student Life. ([wtamu.edu/studentcode](http://wtamu.edu/studentcode))

### DROPPING COURSES WITH A GUARANTEED “X”

A grade of “X” is automatically assigned when a student drops a course before midterm. An “X” does not count toward the GPA. The course may be repeated for a grade, but counts toward the “three-peat rule” (see below). After midterm, it is up to the instructor whether a student gets a grade, an “X”, or an “XF”. An “XF” affects your GPA the same as an “F.” Refer to the Academic Calendar on Buff Advisor for the midterm date.

### LAST DAY TO REGISTER OR ADD COURSES

The last day to add courses or register is the fourth class day of fall or spring semesters and the second class day of summer sessions.

### WITHDRAWING FROM THE UNIVERSITY

Students may withdraw from the University (dropping all classes) if emergency situations arise such as illness, death in the family, etc. There is a decreasing scale for refunds when withdrawing from the University. After a certain date, (see academic calendar) there will be no refunds for withdrawing.

### TRANSFER OF CREDIT

WTAMU will accept credits from any accredited junior or community college or four-year university in the United States on a case-by-case basis. Credit is also awarded on a limited basis from foreign universities. The Office of Admissions will conduct a transcript evaluation and will issue a “Transcript Evaluation Report” which outlines how courses from other colleges and universities have been transferred in to WTAMU.

### REPETITION OF COURSES

Credit for a course can only be earned once, even if the course is repeated. A course can be repeated to improve the grade. The last grade earned will count toward the GPA and degree requirements. To raise a grade, students may not repeat a course at another college or university, including a grade of “F,” received at WTAMU. The transferred work will not affect the grade point average (GPA) on the WTAMU transcript.

### “THREE-PEAT RULE”

Students are charged a fee for any course attempted for a third or subsequent time at WTAMU other than a non-degree credit developmental course or exempted courses.

### INCOMPLETE OR GRADE OF “I”

A grade of “I” indicates a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified (i.e. hospitalization, personal injury), reasons and that there is still a possibility of earning credit. It is the student’s responsibility to bring pertinent information to the instructor and request the incomplete option. Students electing the incomplete option must normally complete the required course work within the time designated by the instructor but not to exceed 12 months. If a student fails to complete the required course work within 12 months, the grade will be changed to an “F.” Once a grade of “I” is assigned by the instructor, the student cannot drop the course. Students who are given an incomplete do not re-enroll in the class to complete the “I.”



## MINORS

A student may seek and receive transcript recognition for the completion of a minor. To complete a minor, the student must:

- a. File a Change of Advisor/Major Form listing the chosen minor.
- b. File a new COB Degree Plan listing the minor.
- c. Declare no later than the semester before graduation.
- d. Complete 18 hours in the field (See catalog for specific courses).
- e. Minor requirements must be complete BEFORE graduation.
- f. If minor requirements are not completed, no paperwork is necessary.

## PRESIDENT'S LIST AND DEAN'S LIST

Each fall semester and spring semester, undergraduate students are recognized for academic achievement if they earn a grade point average (GPA) of 3.50 or higher in at least 12 semester hours of "nondevelopmental" residence credit for which standard letter grades ("A," "B," "C," "D") are given. To receive this recognition, a student must have no grade of "F," "XF" or "I."

President's List—4.00 semester GPA

Dean's List—3.50–3.99 semester GPA

## GRADUATION WITH HONORS

To receive honors notation on the diploma and transcript for a first or second baccalaureate degree, students must have at least a 3.5 grade point average (GPA) (no rounding up) for all work completed at WTAMU with a minimum of 48 hours in residence (courses for which tuition has been paid at WTAMU) to be eligible.

GPA	Honors Notation
3.90–4.0	Summa Cum Laude
3.75–3.89	Magna Cum Laude
3.50–3.74	Cum Laude

## PREREQUISITES

It is the responsibility of the student to be sure that course prerequisites are met. Prerequisites are listed in the Undergraduate Catalog or the Schedule of Classes. Students are blocked from registering for any course for which the prerequisites have not been met. If the prerequisite has been transferred in, the instructor of the course can request the Registrar to override the prerequisite requirement and place the student in the class. If concurrent enrollment in the course and its prerequisite is allowed, an override for the concurrent class will be required.

## DOUBLE MAJOR

While completing a baccalaureate degree at WTAMU, a student may fulfill requirements for two majors if both majors are offered within one degree (for example, a Bachelor of Business Administration in Accounting and Finance). Students must file a Change of Advisor/Major form showing the second major and file an official College of Business Degree Plan for the double major.





## USEFUL PHONE NUMBERS AND WEB SITES

Phone	Center/Department/Office	Web Site
806-651-2525	Undergraduate Business Programs	<a href="http://wtamu.edu/COBdegrees">wtamu.edu/COBdegrees</a>
806-651-2500	Graduate Business Programs	<a href="http://wtamu.edu/COBgrad">wtamu.edu/COBgrad</a>
806-651-2530	COB Office of the Dean	<a href="http://wtamu.edu/COB">wtamu.edu/COB</a>
806-651-2526	COB Degree Plans	<a href="http://wtamu.edu/COBplans">wtamu.edu/COBplans</a>
806-651-2020	Office of Admissions	<a href="http://wtamu.edu/admissions">wtamu.edu/admissions</a>
806-651-4911	Registrar's Office	<a href="http://wtamu.edu/registrar">wtamu.edu/registrar</a>
806-651-2744	University Bookstore	<a href="http://wtamu.edu/bookstore">wtamu.edu/bookstore</a> or <a href="http://wtbookstore.com">wtbookstore.com</a>
806-651-2080	University Business Office	<a href="http://wtamu.edu/businessoffice">wtamu.edu/businessoffice</a>
806-651-4653	Buffalo Gold Card (ID) Office	<a href="http://wtamu.edu/goldcard">wtamu.edu/goldcard</a>
806-651-3000	Residential Living (On-campus)	<a href="http://wtamu.edu/residentialliving">wtamu.edu/residentialliving</a>
806-651-2300	University Police	<a href="http://wtamu.edu/upd">wtamu.edu/upd</a>
806-651-2308	University Parking Services	<a href="http://wtamu.edu/parking">wtamu.edu/parking</a>
806-651-3330	Scholarship Services	<a href="http://wtamu.edu/scholarships">wtamu.edu/scholarships</a>
806-651-2055	Student Financial Aid	<a href="http://wtamu.edu/financialaid">wtamu.edu/financialaid</a>
806-651-2335	Disability Services	<a href="http://wtamu.edu/disability">wtamu.edu/disability</a>
806-651-2734	Attebury Honors Program	<a href="http://wtamu.edu/honors">wtamu.edu/honors</a>
806-651-2345	WTAMU Career Services	<a href="http://wtamu.edu/career">wtamu.edu/career</a>
806-651-2340	Counseling Services	<a href="http://wtamu.edu/counseling">wtamu.edu/counseling</a>
806-651-3287	Student Medical Services	<a href="http://wtamu.edu/medical">wtamu.edu/medical</a>
806-651-2397	Student Employment	<a href="http://wtamu.edu/studentjobs">wtamu.edu/studentjobs</a>
806-651-4397	IT Help Desk	<a href="http://wtamu.edu/itsc">wtamu.edu/itsc</a>
806-651-5309	Study Abroad	<a href="http://wtamu.edu/studyabroad">wtamu.edu/studyabroad</a>
806-651-4400	Intercollegiate Athletics	<a href="http://wtamu.edu/athletics">wtamu.edu/athletics</a> or <a href="http://gobuffsgo.com">gobuffsgo.com</a>
806-651-2073	International Students Office	<a href="http://wtamu.edu/international">wtamu.edu/international</a>

\*For Emergencies, Dial 9-1-1\*

**The mission of the College of Business is to provide high quality undergraduate and graduate business education with a global perspective and ethical awareness. We accomplish this through emphasis on excellence in teaching, which is strengthened by faculty scholarship and supported by professional service.**





# CAMPUS MAP

