

Accounting Option (AS)

AS.A.5202F (61 Credits)

In addition to the general education requirements for an AS (34 credits) and the business core courses (18 credits), a total of nine (9) credits should be selected from ACCT courses.

Business Administration Option (AS)

AS.B.5202F (61 Credits)

In addition to the general education requirements for an AS (34 credits) and the business core courses (18 credits), a total of nine (9) credits should be selected from ACCT, BSAD, ECON, or INFO courses.

Management Information Systems (MIS) Option (AS)

AS.C.5202F (62-66 Credits)

In addition to the general education requirements for an AS (34 credits) and the business core courses (18 credits), a total of nine (9) credits should be selected from INFO courses.

Recommended Plan of Study (for all AS options)

1st Semester		Credits
ACCT-1200	Principles of Accounting I	3
ENGL-1010	English Composition I	3
INFO-1100	Microcomputer Applications	3
	or	
INFO-2000	Advanced Microcomputer Applications	
MATH-1150	College Algebra	3-4
	or	
MATH-1210	Trigonometry	
PRDV-1010	Achieving College Success	3
	Total Credits	15-16
2nd Semester		Credits
ACCT-1210	Principles of Accounting II	3
BSAD-2520	Principles of Marketing	3
ENGL-1020	English Composition II	3
MATH-1210	Trigonometry	3-5
	or	
MATH-1600	Calculus I	
	Business Option course	3
	Total Credits	15-17
3rd Semester		Credits
BSAD-2540	Principles of Management	3

Business Option course	3
Math or Lab Science GE elective	4-5
Oral Communications GE elective	3
Social Sciences GE elective	3
Total Credits	16-17

4th Semester		Credits
BSAD-2500	Business Law I	3
	Business Option courses	6
	Humanities GE elective	3
	Lab Science GE elective	4
	Total Credits	16

Business Technology

Associate of Applied Science

Diploma

Certificate

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The Business Technology Program prepares the student for mid-level business technology positions. The curriculum is intended for students desiring to enter the workforce immediately after graduation. There are three (3) areas of concentration in the Business Technology AAS program for students to choose from:

- General Business
- Medical Office Management
- Information Technology Technical Support

Objectives

- Provide business technology career options for students who desire to enter the labor market immediately upon graduation with an associate's degree.
- Provide theory, concepts, and procedures in the areas of business and information technology.
- Provide general education courses that supplement the major area of study.
- Provide students with the opportunity to acquire, develop, and apply both academic knowledge and practical skills.
- Provide students an opportunity to learn basic skills in areas of business and information technology as a foundation for further studies.
- Provide students with an opportunity to participate in an internship that integrates theoretical concepts with practical experience.
- Provide one-year business technology certificates for those students who desire to enter the labor market

with a minimum of thirty to thirty-six (30-36) credits of selected courses.

Notes

- All of these programs are also available online. (some optional courses may not be available online).
- Students who plan to transfer to a four-year college or university should consult their faculty and transfer advisors early in their WNCC career to determine a curriculum best suited to their transfer goals.
- MATH-0160 Introductory Algebra or higher may be taken instead of BSTC-1500.
- Any lab science or INFO-1210 may be taken instead of INFO-1220.
- Students following one of the certificate options must demonstrate competence in writing and mathematics by assessment (eCOMPASS or ACCUPLACER®) or by passing the appropriate mathematics and writing courses. This is in addition to the required curricula for the certificate options.
- Students may enroll in an internship after completing 30 or more credits of the Business Technology program with a 3.0 or higher GPA. All internships must be pre-approved.
- All internships require 60 contact credits per credit hour. For example: a minimum of 180 contact credits per semester is required to receive three credits for an internship).

Associate of Applied Science

General Education Requirements 5-16 credits

Business Technology Core 6 credits

Class		Credits
INFO-1100	Microcomputer Applications or	3
INFO-2000	Advanced Microcomputer Applications	
BSTC-2420	Career Development Capstone or	3

Substitute 3 credits of internship from the following:

ACCT-2500	Accounting Internship	3
BSTC-2500	Office Internship I	3
INFO-2500	Information Technology Internship	3
MNGT-2500	Management Internship	3

Total Business Tech Core credits 6

Area of Emphasis Option 36-41 credits

Total AAS Credits 60-67 credits

Business Technology – General Business Option (AAS)

AAS.5201 (60-62 Credits)

Complete the general education requirements for the AAS and Business Technology core requirements, plus the following for a total of 60-62 credits:

ACCT-1200	Principles of Accounting I	3
BSAD-1050	Introduction to Business	3
BSAD-2450	Business Ethics	3
BSAD-2500	Business Law I	3
BSAD-2540	Principles of Management	3
ENTR-1050	Intro to Entrepreneurship	3
MRKT-2340	Principles of Marketing	3

Plus 18 credits from the following:

Students may choose any ACCT, BSAD, BSTC, ECON, ENTR, INFO, MNGT, or MRKT courses. Students should work closely with their faculty advisor to choose electives based on their desired career path.

Business Technology – Information Technology Technical Support Option (AAS)

AAS.1199B (61-62 Credits)

Students must complete the general education requirements for the AAS and the Business Technology core requirements plus an additional 40 credit credits for a total for 61-63 credits for the information technology technical support option.

General Education Requirements 15-16 credits

Business Technology Core 6 credits

Class		Credits
INFO-1100	Microcomputer Applications or	3
INFO-2000	Advanced Microcomputer Applications	
BSTC-2420	Career Development Capstone or	3

Substitute 3 credits of internship from the following:

ACCT-2500	Accounting Internship	3
BSTC-2500	Office Internship I	3
INFO-2500	Information Technology Internship	3
MNGT-2500	Management Internship	3

Total Business Tech Core credits 6

IT Technical Support Requirements 40 credits

Class		Credits
INFO-1040	Database (Access)	3

INFO-1097	Electronic Communications (Outlook)	1
INFO-1220	Intro to Information Technology	3
INFO-1241	IT Technical Support	3
INFO-1242	IT Hardware Support	3
INFO-1360	Visual C#	3
	or	
INFO-1510	Introduction to Robotics	
INFO-1400	Networking Essentials	3
INFO-2000	Advanced Microcomputer Applications	3
INFO-2040	SQL Database Design and Management	3
INFO-2275	Project Management	3
INFO-2426	Linux	3
INFO-2450	Windows Server	3
INFO-2600	Cybersecurity Essentials	3

Plus three (3) credits from the following:

Class		Credits
INFO-1030	Spreadsheets (Excel)	3
INFO-1210	Introduction to Computer Science	3
INFO-1220	Introduction to Information Technology	3
INFO-1360	Visual C#	3
INFO-1510	Intro to Robotics	3
	Information Technology elective	3
Total IT Technical Support Req.		40
Total AAS IT Tech Support		62

Business Technology – Medical Office Management Option (AAS)

AAS.5204M (64 credits)

Students must complete the general education requirements for the AAS and the Business Technology core requirements plus an additional 42 credit credits for a total for 64 credits for the medical office management option.

General Education Requirements 15-16 credits

Business Technology Core 6 credits

Class		Credits
INFO-1100	Microcomputer Applications	3
	or	
INFO-2000	Advanced Microcomputer Applications	
BSTC-2420	Career Development Capstone	3
	or	

Substitute 3 credits of internship from the following:

ACCT-2500	Accounting Internship	3
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BSTC-2500	Office Internship I	3
INFO-2500	Information Technology Internship	3
MNGT-2500	Management Internship	3
Total Business Tech Core credits		6

Medical Office Management Requirements

Class		Credits
ACCT-1200	Principles of Accounting I	3
ACCT-2310	Accounting: Computer Applications (QuickBooks)	3
BSAD-1050	Introduction to Business	3
BSTC-2330	Records Management	3
BSTC-2340	Office Management	3
	or	
BSAD-2220	Supervisory Management	
HLTH-1060	Medical Terminology	2
HIMS-1250	Introduction to Health Information Management	3
HIMS-1410	Disease Process	4
HIMS-1500	Legal and Ethical of HIM	3
HIMS-2180	Reimbursement Methodologies	4
HIMS-2100	Coding ICD	4
HIMS-2150	Coding CPT	4
INFO-1030	Spreadsheets (Excel)	3
Total Med. Office Mgt. Req.		42

Recommended Plan of Study

1st semester		Credits
BSTC-2340	Office Management	3
	or	
BSAD-2220	Supervisory Management	
HIMS-1250	Intro to Health Information Management	3
HLTH-1060	Medical Terminology	2
LPNR-1110	Body Structure and Function	4
PRDV-1010	Achieving College Success	3
Total Credits		15
2nd semester		Credits
ACCT-1200	Principles of Accounting I	3
BSTC-1500	Business Mathematics	3
BSTC-2330	Records Management	3
HIMS-1500	Legal & Ethical Aspects – HIMS	3
INFO-1100	Microcomputer Apps	3
	or	
INFO-2000	Advanced Microcomputer Apps	
Total Credits		15

3rd semester		Credits
BSAD-1210	Business Communications	3
HIMS-1410	Disease Process	4
HIMS-2150	Coding CPT (with lab)	4
INFO-1030	Spreadsheets	3
Total Credits		14

4th semester		Credits
BSAD-1050	Introduction to Business	3
BSTC-2420	Career Development Capstone or	3
BSTC-2500	Office Internship I	
HIMS-2100	Coding ICD (with lab)	4
SPCH-1200	Human Communication	3
Total Credits		13

5th semester		Credits
ACCT-2310	Accounting: Computer Applications (Quickbooks)	3
HIMS-2180	Reimbursement Methodologies (with lab)	4
Total Credits		7
Total AAS Med. Office Man.		64

Business Technology – Staff Accountant Option (AAS)

AAS.5201 (59-60 Credits)

Students must complete the general education requirements for the AAS and the Business Technology core requirements plus an additional 38 credit credits for a total for 59-60 credits for the staff accountant option.

General Education Requirements 15-16 credits

Business Technology Core 6 credits

Class	Credits
INFO-1100	Microcomputer Applications or
INFO-2000	Advanced Microcomputer Applications
BSTC-2420	Career Development Capstone or
	3
	3

Substitute 3 credits of internship from the following:

ACCT-2500	Accounting Internship	3
BSTC-2500	Office Internship I	3
INFO-2500	Information Technology Internship	3
MNGT-2500	Management Internship	3
Total Business Tech Core credits		6

Staff Accountant Requirements

Class	Credits	
ACCT-1200	Principles of Accounting I	
ACCT-1210	Principles of Accounting II	
ACCT-2200	Cost/Managerial Accounting	
ACCT-2310	Accountings Apps (Quickbooks)	
ACCT-2250	Individual Income Tax	
ACCT-2500	Accounting Internship or Any BSAD, BSTC, INFO, or ENTR Elective	
ACCT-2800	Nat'l Certified Bookkeeper Prep	
BSAD-2100	Managerial Finance	
BSTC-2330	Records Management	
INFO-1030	Spreadsheets (Excel)	
INFO-1094	Intro to Database (Access)	
INFO-1097	Electronic Communications (Outlook)	
INFO-2275	Project Management Any BSAD, BSTC, INFO, or ENTR Elective	
Total Staff Accountant Req.		38
Total AAS Staff Account.		59-60

Diploma

Students must complete nine (9) credits of general education courses, six (6) credits of required business core courses, and enough elective courses to meet the required minimum of 30-31 credits in order to earn a diploma.

General Education Requirements 9 credits

Class	Credits	
BSAD-1210	Business Communications	
BSTC-1500	Business Mathematics	
PRDV-1010	Achieving College Success	
Total Gen Ed Requirements		9

Business Technology Core 6 credits

Class	Credits	
INFO-1100	Microcomputer Applications or	
INFO-2000	Advanced Microcomputer Applications	
BSTC-2420	Career Development Capstone or Any business related internship	
Total Business Tech Core		6

Area of Emphasis Option 18 credits

Business Technology – Executive Assistant Option (Diploma)

D2.5201B (37 credits)

In order to earn a business technology – executive assistant diploma, students must complete nine (9) credits of general education requirements, the six (6) credits of business technology core requirements, and 22 credits of credit of general business courses for a total of 37 credits. The 37 general business credits also can be earned by completing both the Executive Assistant I and Executive Assistant II certificate programs.

Gainful Employment (GE) – For more information about WNCC’s graduation rates, the median debt of students who have completed this program, and other important information, please visit wncc.edu/equity.

General Education Requirements		9 credits
Class		Credits
BSAD-1210	Business Communications	3
BSTC-1500	Business Mathematics	3
PRDV-1010	Achieving College Success	3
Total Gen Ed Requirements		9

Business Technology Core		6 Credits
Class		Credits
INFO-1100	Microcomputer Applications	3
BSTC-2420	Career Development Capstone	3
	or	
	Any business-related internship	
Total Business Tech Core		6

General Business Requirements		22 credits
Class		Credits
BSAD-1050	Introduction to Business	3
BSAD-2540	Principles of Management	3
BSTC-2330	Records Management	3
BSTC-2340	Office Management	3
INFO-1030	Spreadsheets (Excel)	3
INFO-1097	Electronic Communications (Outlook)	1
INFO-2000	Advanced Microcomputer Apps	3
INFO-2275	Project Management	3
Total General Business Req.		22
Total Exec. Asst. Diploma		37

Business Technology – General Business Option (Diploma)

D2.5204 (30 Credits)

In addition to general education requirements (9 credits) and core business requirements (6 credits), students must

complete an additional 16 credits to earn a total of 30 credits to earn a Business Technology – General Business diploma.

Gainful Employment (GE) – For more information about WNCC graduation rates, the median debt of students who completed this program, and other important information, please visit our website at wncc.edu/equity.

Note:

The curriculum for a diploma in Business Technology – General Business is under review and revision. Please contact the Division Chair for Business at 308.635.6029 for specific information about the programs.

Business Technology – Information Technology Technical Support Option (Diploma)

D2.1199A (31 Credits)

Gainful Employment (GE) – For more information about WNCC graduation rates, the median debt of students who completed this program, and other important information, please visit our website at wncc.edu/equity.

Requirements

In addition to the core business requirements (6 hours), students must complete the following in order to earn 31 hours to earn a diploma:

General Education Requirements		10 credits
Class		Credits
MATH-0160	Introductory Algebra (or higher)	4
ENGL-1010	English Composition 1	3
PRDV-1010	Achieving College Success	3
Total Gen Ed Requirements		10

Information Technology Core 18 credits

Class		Credit
INFO-1241	IT Technical Support	3
INFO-1242	IT Hardware Support	3
INFO-1400	Networking Essentials	3
Credits		9

Plus nine (9) credits from any INFO courses 9

Total Credits 18

Total IT Tech Diploma 31 credits

Business Technology – Staff Accountant Option (Diploma)

D2.5201A (44 credits)

In order to earn a business technology – staff accountant diploma, students must complete nine (9) credits of

general education requirements, the six (6) credits of business technology core requirements, and 29 credits of credit of general business courses for a total of 44 credits. The 32 of the general business credits also can be earned by completing both the Staff Accountant I and Staff Accountant II certificate programs.

Gainful Employment (GE) – For more information about WNCC’s graduation rates, the median debt of students who have completed this program, and other important information, please visit wncc.edu/equity.

General Education Requirements 9 credits
Class Credits

BSAD-1210	Business Communications	3
BSTC-1500	Business Mathematics	3
PRDV-1010	Achieving College Success	3
Total Gen Ed Requirements		9

Business Technology Core 6 Credits
Class Credits

INFO-1100	Microcomputer Applications	3
	or	
INFO-2000	Advanced Microcomputer Apps	
BSTC-2420	Career Development Capstone	3
	or	
	Any business-related internship	
Total Business Tech Core		6

General Business Requirements 29 credits
Course Credits

ACCT-1200	Principles of Accounting I	3
ACCT-1210	Principles of Accounting II	3
ACCT-2200	Cost/Managerial Accounting	3
ACCT-2310	Accountings Apps (Quickbooks)	3
ACCT-2250	Individual Income Tax	3
ACCT-2800	Nat’l Certified Bookkeeper Prep	3
BSAD-2100	Managerial Finance	3
BSTC-2330	Records Management	3
INFO-1030	Spreadsheets (Excel)	3
INFO-1094	Intro to Database (Access)	1
INFO-1097	Electronic Communications (Outlook)	1
Total Gen. Business Requirements		29

Total Staff Accountant 44 credits

Certificate

Business Technology – Executive Assistant Option (Certificate)

C2.5201C (30-31 Credits) Executive Assistant I
CS.5201D (30-31 Credits) Executive Assistant II

WNCC offers two executive assistant certificate options. Each option provides a standalone certificate, but when combined with an additional six credits of general education requirements, students will have fulfilled the requirements for an executive assistant diploma.

Gainful Employment (GE) – For more information about WNCC graduation rates, the median debt of students who completed this program, and other important information, please visit our website at wncc.edu/equity.

Business Technology - Executive Assistant I Option (Certificate)

Course		Credits
BSAD-1050	Introduction to Business	3
BSTC-2340	Office Management	3
INFO-1030	Spreadsheets (Excel)	3
INFO-1097	Electronic Communications (Outlook)	1
INFO-1100	Microcomputer Applications	3
PRDV-1010	Achieving College Success	3
Total Credits		16

Business Technology - Executive Assistant II Option (Certificate)

Course		Credits
BSAD-2540	Principles of Management	3
BSTC-2330	Records Management	3
BSTC-2420	Career Development Capstone	3
	or	
	Any business-related internship	
INFO-2000	Advanced Microcomputer Apps	3
INFO-2275	Project Management	3
Total Credits		15

Business Technology – Staff Accountant Option (Certificate)

C2.5201A (30-31 Credits) Staff Accountant I
CS.5201B (30-31 Credits) Staff Accountant II

WNCC offers two staff accountant certificate options. Each option provides a standalone certificate, but when combined with an additional three (3) credits of business core requirements and six (6) credits of general education requirements, students will have fulfilled the requirements for a staff accountant diploma. These credits can also

fulfill 32 credits required for the staff accountant AAS degree.

Gainful Employment (GE) – For more information about WNCC graduation rates, the median debt of students who completed this program, and other important information, please visit our website at wncc.edu/equity.

Business Technology – Staff Accountant I Option (Certificate)

Course		Credits
ACCT-1200	Principles of Accounting I	3
ACCT-2310	Accountings Apps (Quickbooks)	3
ACCT-2250	Individual Income Tax	3
INFO-1030	Spreadsheets (Excel)	3
INFO-1097	Electronic Communications (Outlook)	1
INFO-1100	Microcomputer Apps	3
INFO-200	or Advanced Microcomputer Apps	
Total Credits		16

Business Technology – Staff Accountant II Option (Certificate)

Course		Credits
ACCT-1210	Principles of Accounting II	3
ACCT-2200	Cost/Managerial Accounting	3
ACCT-2800	Nat'l Certified Bookkeeper Prep	3
BSAD-2100	Managerial Finance	3
BSTC-2330	Records Management	3
INFO-1094	Intro to Database (Access)	1
Total Credits		16

Chemistry

AS.4005 (62 Credits)

Associate of Science Scottsbluff

The chemistry emphasis area presents chemical concepts, problem-solving methods, and laboratory experiences intended to upgrade persons working in scientific fields, to provide training for technical scientific employment, and to give pre-professional science students a suitable chemistry background for college transfers.

Objectives

- Provide chemical information necessary to understand the various areas of chemistry and how each relates to today's technical world.
- Present laboratory experiments that demonstrate chemical concepts and allow the student to develop laboratory skills.

Notes

- Students who plan to transfer to a four-year college or university should consult their faculty and transfer advisors early in their WNCC career to determine a curriculum best suited to their transfer goals.
- In addition to the general education requirements for the AS degree, 41 credits of core courses and one (1) hour of elective credit are required for the degree in chemistry.
- Depending on the student's choice of electives, it is possible that the total credits earned for the AS degree will exceed 60 credit credits.
- Students not prepared for MATH-1600 should start at the appropriate step in the mathematics sequence.
- Students should understand that the courses included in the lists of core requirements and recommended electives will be required by receiving institutions at some point in their journey to the bachelor's degree.

Core Requirements (41 credits)

- A minimum of 15-16 credits of combined science and math credits are required for the AS degree. This must include a minimum of three (3) credits of math and four (4) credits of science from BIOS, CHEM or PHYS options.

Class		Credits
MATH-1600	Analytic Geometry and Calculus	5
MATH-2150	Calculus II	5
MATH-2200	Calculus III	5
CHEM-1090	General Chemistry I (and lab)	4
CHEM-1100	General Chemistry II (and lab)	4
CHEM-2510	Organic Chemistry I (and lab)	4
CHEM-2520	Organic Chemistry II (and lab)	4
PHYS-1300	Physics I (with lab and recitation)	5
PHYS-1350	Physics II (with lab and recitation)	5

Recommended Plan of Study

1st Semester		Credits
CHEM-1090	General Chemistry I (with lab)	4
ENGL-1010	English Composition I	3
MATH-1600	Analytic Geometry and Calculus I	5
PRDV-1010	Achieving College Success	3
Total Credits		15
2nd Semester		Credits
CHEM-1100	General Chemistry II (with lab)	4
ENGL-1020	English Composition II	3
	Humanities GE elective	3