

<b>3rd Semester</b>		<b>Credits</b>
BIOS-2120	Genetics (and lab)	4
BIOS-2250	Human Anatomy & Physiology I (and lab)	4
CHEM-2510	Organic Chemistry I (and lab)	4
	Oral Communication GE elective	3
<b>Total Credits</b>		<b>15</b>
<b>4th Semester</b>		<b>Credits</b>
BIOS-2260	Human Anatomy & Physiology II (and lab)	4
BIOS-2460	Microbiology (and lab)	4
CHEM-2520	Organic Chemistry II (and lab)	4
	Social Sciences GE elective	3
<b>Total Credits</b>		<b>15</b>
<b>Total AS Credits</b>		<b>65</b>

## Business Administration

### Associate of Arts

### Associate of Science

### Alliance • Scottsbluff • Sidney

The Business Administration Program offers courses in the areas of accounting, marketing, business law, management, and management information systems, along with specific general education courses to provide students with the first two years of a baccalaureate degree in business. The suggested curriculum meets the requirements for admission as a junior to degree programs in business administration and accounting at many colleges and universities. Students are also provided the opportunity to combine business administration with an area of emphasis in management information systems.

Degree options are available in:

- Accounting
- Business administration
- Management Information Systems (MIS).

### Objectives

- Provide coursework for the first two years of a baccalaureate degree in accounting, business, or management information systems.
- Promote and help students develop lifelong learning skills needed for professional and personal growth.
- Provide a basis for student understanding of the principles, concepts, and theories that affect business by offering specific accounting, business, and management information systems courses.

### Notes

- The AA program options are also available online. (Some optional courses within the programs 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.
- Students who plan to transfer to Chadron State College should follow the Associate of Arts degree program.
- Students may enroll in an internship after completing 30 or more credits of the Business Administration program with a 3.0 or higher GPA. All internships must be pre-approved.
- Recommended social science courses:

<b>Class</b>		<b>Credits</b>
ECON-2110	Principles of Macroeconomics	3
ECON-2120	Principles of Microeconomics	3
POLS-1600	International Relations	3
SOCI-1010	Introduction to Sociology	3

- In addition to the 18 credits of required business core classes and the courses recommended for each option, students are required to complete the general education requirements for the AA degree (31-32 credits) or for the AS degree (33-34 credits).

## Associate of Arts

### Requirements

#### General Education Requirements

**For the AA** **31-32 credits**

**Required Business Admin Core** **18 credits**

<b>Class</b>		<b>Credits</b>
ACCT-1200	Principles of Accounting I	3
ACCT-1210	Principles of Accounting II	3
BSAD-2500	Business Law	3
BSAD-2520	Principles of Marketing	3
BSAD-2540	Principles of Management	3
INFO-1100	Microcomputer Applications	3
	or	
INFO-2000	Advanced Microcomputer Applications	

**Area of Emphasis Option** **12 credits**

**TOTAL Credits** **61-62 credits**

## Accounting Option (AA)

### AA.A.5202E (61-62 Credits)

In addition to the general education requirements for an AA (31-32 credits) and the business core courses (18 credits), a total of 12 credits should be selected from the following groups:

**Nine (9) to 12 credits should be selected from the following:**

Class		Credits
ACCT-2200	Cost-Managerial Accounting	3
ACCT-2250	Individual Income Tax	3
ACCT-2310	Accounting: Computer Applications (QuickBooks)	3
ACCT-2500	Accounting Internship	3
ACCT-2800	National Certified Bookkeeper Prep	3
BSAD-2100	Managerial Finance	3

**0 to three (3) credits can be selected from the following:**

Class		Credits
ECON-2110	Principles of Macroeconomics	3
ECON-2120	Principles of Microeconomics	3
INFO-1030	Spreadsheets	3

## Business Administration Option (AA)

### AA.B.5202E (61-62 credits)

In addition to the general education requirements for an AA (31-21 credits) and the business core courses (18 credits), a total of 12 credits should be selected from ACCT, BSAD, ECON, or INFO courses.

## Management Information Systems (MIS) Option (AA)

### AA.C.5202E (61-62 credits)

In addition to the general education requirements for an AA (31-32 credits) and the business core courses (18 credits), a total of 12 credits should be selected from INFO courses.

## Recommended Plan of Study (for all AA options)

1st Semester		Credits
ACCT-1200	Principles of Accounting I	3
ENGL-1010	English Composition I	3
INFO-1100	Microcomputer Applications or	3
INFO-2000	Advanced Microcomputer Applications	

MATH-1150	College Algebra	4
PRDV-1010	Achieving College Success	3
<b>Total Credits</b>		<b>16</b>

### 2nd Semester Credits

ACCT-1210	Principles of Accounting II	3
ENGL-1020	English Composition II	3
	Business Option course	3
	Lab Science GE elective	4
	Oral Communication GE elective	3
<b>Total Credits</b>		<b>16</b>

### 3rd Semester Credits

BSAD-2520	Principles of Marketing	3
BSAD-2540	Principles of Management	3
	Business Option course	3
	Humanities GE elective	3
	Social Sciences GE elective	3
<b>Total Credits</b>		<b>15</b>

### 4th Semester Credits

BSAD-2500	Business Law I	3
	Business Option courses	6
	Humanities GE elective	3
	Social Sciences GE elective	3
<b>Total Credits</b>		<b>15</b>
<b>Total AA Credits</b>		<b>62</b>

## Associate of Science

### Requirements

**General Education Requirements For the AS 34 credits**

**Required Business Admin Core 18 credits**

Class		Credits
ACCT-1200	Principles of Accounting I	3
ACCT-1210	Principles of Accounting II	3
BSAD-2500	Business Law I	3
BSAD-2520	Principles of Marketing	3
BSAD-2540	Principles of Management	3
INFO-1100	Microcomputer Applications or	3
INFO-2000	Advanced Microcomputer Applications	

**Area of Emphasis Option 9 credits**

**Total AS Credits 61 credits**

## 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)

<b>1st Semester</b>		<b>Credits</b>
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
	<b>Total Credits</b>	<b>15-16</b>
<b>2nd Semester</b>		<b>Credits</b>
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
	<b>Total Credits</b>	<b>15-17</b>
<b>3rd Semester</b>		<b>Credits</b>
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
<b>Total Credits</b>	<b>16-17</b>

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

## Business Technology

### Associate of Applied Science

### Diploma

### Certificate

### Alliance • Scottsbluff • Sidney

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