

BUSINESS TECHNOLOGIES

Scottsbluff/Sidney/Alliance

Programs and Awards:

C1.5202B - Management (33 Credits)

The Business Technologies Program prepares the student for entry into mid-management positions in the fields of accounting, marketing, management, and computer sciences.

Theoretical and conceptual courses in the areas of marketing, management, accounting, business law, programming, computer sciences, and social science provide the student's academic background. Students are supervised by the coordinator of marketing and management in cooperation with respective business enterprises through on-the-job internships to gain valuable practical business experience.

Objectives

- Provide theory, concepts, and procedures in the areas of marketing, management, accounting, and computer science.
- Provide the possibility of internships for students with community business enterprises for on-the-job training, thereby affording the student practical application and experience in various business areas.
- Provide a one-year certificate in accounting, management, or marketing for those students who desire to enter the labor market with a minimum of thirty (30) credits of selected courses.
- Provide survey knowledge of computer tasks.
- Provide the student with the opportunity to run programs and software packages on a computer.
- Provide an opportunity to learn basic skills in business and computer science as a foundation for further studies.
- Provide the student with the opportunity to write computer programs.
- Stimulate interest for the student in the field of computer science as a career.

Notes

- Students pursuing the Accounting Option should take ACCT-1200 **and** ACCT-1250 to meet the prerequisite for ACCT-2150.
- Students pursuing Computer Science Option should take MATH-0106 Introduction to Algebra or higher.
- Students pursuing the Computer Science Option or Marketing Option must take ACCT-1200 or OFFT-0210 **and** OFFT-0220.
- Students following one of the certificate options must demonstrate competence in writing and mathematics by assessment (COMPASS/ASSET) or by passing the appropriate mathematics and writing courses (MATH-0150, MATH-0160, or OFFT-1500 **and** ACFS-005W). This is in addition to the required curricula for the certificate options.
- Students may enroll in Office Internship after completing 36 or more credits of the Office Technology program with a 3.0 or higher GPA. All Internships must be pre-approved by the Internship Instructor.
- A minimum of ten hours of supervised work experience each school week or 160 hours per semester is required to receive credit for on-the-job training.

Management Certificate

Required Business Technologies Courses - 18 Credits

ACCT-1200	Principles of Accounting 1.....	3
or		
OFFT-0210	Practical Accounting 1	3
BSAD-1050	Introduction to Business Administration.....	3
BSAD-2500	Business Law 1.....	3
INFO-1100	Microcomputer Applications.....	3
MNGT-2260	Principles of Management	
or		
OFFT-1070	Office Management.....	3
OFFT-1500	Business Mathematics	3
		18 Credits

Plus 15-16 credits of required courses:

ACCT-1250	Principles of Accounting 2	
or		
OFFT-0220	Practical Accounting 2	3
BSAD-2400	Survey of American Business.....	4

or		
MNGT-2050	Small Business Management.....	3
MNGT-2220	Supervisory Management.....	3
or		
MNGT-1150	Interaction Management.....	3
or		
FACS-1540	Human Relations	3
INFO-2270	Project Management.....	3
or		
INFO-2000	MS Office Integration.....	3
SPCH-1200	Speech Communication.....	3
or		
SPCH-1300	Public Speaking	3
		15-16 Credits

Total Credits: 33-34