



PROGRAM REQUIREMENTS

www.cvtc.edu - 1-800-547-2882

START DATE(S): August and January	EFFECTIVE: August 2011
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Business Management – Eau Claire
Associate Degree

Course Number	Course Title	Hrs./Week	Credits	Prerequisite(s)/Comments
<u>First Semester</u>				
102-111	Introduction to Human Resources	3	3	
102-131	Introduction to Business	3	3	
103-102	Microsoft Office Suite	3	2	
104-102	Marketing Principles	3	3	
801-195	Written Communications	3	3	(See Prepared Learner Guide)
809-198	Introduction to Psychology	3	3	(See Prepared Learner Guide)
Total Semester Hrs./Week and Total Credits		hrs. 18	cr. 17	
<u>Second Semester</u>				
101-105	Intro to Accounting OR	3	3	
101-111	Accounting 1	5	4	
102-112	Principles of Management	3	3	
102-113	Business Ethics	3	3	
104-104	Professional Selling	3	3	
801-196	Oral/Interpersonal Communications	3	3	
Total Semester Hrs./Week and Total Credits		hrs. 17	cr. 15-16	
<u>Third Semester</u>				
101-184	Business, Finance and Budgeting	3	3	101-105 or 101-111 with grade of "C" or better
102-116	Management Decision Making	3	3	102-112, 103-102
102-109	Software Skills for Business Managers	2	2	103-102
196-188	Project Management	3	3	
801-198	Speech	3	3	(See Prepared Learner Guide)
809-195	Economics	3	3	
Total Semester Hrs./Week and Total Credits		hrs. 18	cr. 17	
<u>Fourth Semester</u>				
102-114	Managing Operations	3	3	101-184 with grade of "C" or better
102-150	International Business	3	3	
102-115	Business Management Internship		1	102-109, 102-111, 102-113, 102-116, Co-requisite: 102-117
102-117	Planning Your Business Management Career	2	2	102-109, 102-111, 102-113, 102-116, Co-requisite: 102-115
196-190	Leadership Development	3	3	
804-123	Math with Business Application OR	4	3	(See Prepared Learner Guide)
804-189	Introductory Statistics	3	3	(See Prepared Learner Guide)
809-196	Introduction to Sociology	3	3	(See Prepared Learner Guide)
Total Semester Hrs./Week and Total Credits		hrs. 18	cr. 18	

TOTAL CREDITS REQUIRED = 67-68

2.0 MINIMUM PROGRAM CUMULATIVE GPA REQUIRED FOR GRADUATION

If a student does not enroll in any courses at CVTC for two or more consecutive semesters, the student will be required to reapply with Admissions. Students must abide by any changes in admission requirements and degree requirements.

Business Management Tips

Prepared Learner

Prepared Learner classes are designed to get students ready for a variety of college-level academics, including reading, writing, math and science. Scores on the COMPASS® or ACT assessments will tell us if you need to take one or more areas of these classes, which may be required for some Gen Ed classes. Students must successfully complete each required Prepared Learner class with a C grade or better before registering for some General Education courses.

Multi-Program Choices

When you applied to CVTC, you chose to pursue a degree in the business management field. Because there is a common set of core classes in the first and second semesters of the business management, human resources, and marketing management programs, students registered in these programs can more easily complete more than one program, graduating with multiple majors. You can also more easily change your program if you find that human resources or marketing management is a better fit for you. If you are interested in changing or adding a program, please make an appointment with your business program counselor.

Math Course

You have a choice of two math courses in your business management program. If you believe you'll be transferring to a four-year institution after graduating from CVTC, we recommend you enroll in 804-189 Introduction to Statistics. This course transfers to most four-year institutions; if you want a more applied math course or don't think you'll be working toward a bachelor's degree, you may want to enroll in 804-123 Math & Business Applications.

Accounting Course

You have a choice of two accounting courses in your business management program. If you believe you'll be transferring to a four-year institution after graduating from CVTC, we recommend you enroll in 101-111 Accounting I. This course transfers to most four-year institutions; if you want a less rigorous accounting course or don't think you'll be working toward a bachelor's degree, you may want to enroll in 101-105 Intro to Accounting. Students should confirm the availability and delivery method of the accounting classes each semester; not all classes and all delivery methods are offered at each campus.

Business Management Internship

The business management internship is the culminating experience in your Business Management program. You will perform management-type activities on a job site for 80 hours during the last several weeks of your final semester.

You should enroll in the business management internship in your final semester of the program. To fulfill the requirements of the internship, students need to enroll in both 102-115 Business Management Internship (1 credit) and 102-117 Planning Your Business Management Career (2 credits) the same semester. 102-117 Planning Your Business Management Career is scheduled as a traditional classroom class. 102-115 Business Management Internship does not have a classroom component; it's the on-site portion of the internship. 102-117 and 102-115 **MUST** be taken the **FINAL** semester. The internship courses must be taken the final semester, not the semester before graduation, because all program core courses are prerequisites for the 102-117 course.

Preparing for Your Internship

The Business Management department sponsors an Internship Briefing each fall and spring that provides detailed information about the upcoming internship. Watch for email and other communication about the Internship Briefing and requirements of the internship. You will need to find your own internship site, but you will have about three weeks at the beginning of the semester to locate a site. The internship instructor will provide some possible internship site names, but it's always smart to network. You should be working on your internship site by Week 8 of the semester. All internship sites must be approved by the internship instructor.

There is a **possibility** you may be able to use your current job as your internship site, depending on the responsibilities you're assigned, the tasks you perform, and the flexibility your employer is able to engage in. You **MUST** receive prior approval from the internship director before using your current job as your internship site.

Scheduling Your Business Management Internship

Please note that your 80-hour business management **internship** is scheduled for your **final semester**. Most of the business management courses do not have prerequisites to allow you as much flexibility with your work and personal schedule. It is, therefore, **your responsibility**, to follow the program requirement sheet and schedule each semester's classes so you are enrolled for 102-117 Planning Your Business Management Career and 102-115 Business Management Internship in the semester in which you intend to graduate—not the semester before. These two classes must be taken concurrently. The internship courses must be taken the final semester, not the semester before graduation, because all program core courses are prerequisites for the 102-117 course.

Distance Learning

Some core business management courses may be available online, in hybrid format, and evenings. All the general studies courses (800-level) are available online. Check the [course offerings listing](#) for more information.

Financial Aid Considerations

Some courses may not be eligible for financial aid. Courses must be part of a program to be eligible. Consult [The Programs/Courses Not Eligible](#) list if you have questions about the financial aid ability of a course in which you're interested.

Transfer Credit

To see what courses transfer to a public postsecondary institution in Wisconsin, check out the [Transfer Information System](#).

- Click on Credit Transfer Wizard
- Click on Course Wizard

You must contact the college you wish to attend to find out exactly what they expect and when you should seek admission.

Certificates

If you intend to complete only a certificate and not the associate degree, contact the Registration Office to apply for certificate status or go to CVTC's website and complete the [Certificate Program Identification](#) form. If you are enrolled in an associate degree program, you do not need to apply for the certificate. Upon completion of a certificate, contact the Registration Office if you would like to receive the certificate document. There is a fee for the actual certificate. Some courses in certificates are not eligible for financial aid; please check [The Programs/Courses Not Eligible](#) list.

Business Management Department Web Site

You'll find more information about the Business Management department at <http://www.cvtc.edu/Programs/DeptPages/BusinessMgmt>.

Integrated Business Programs

Program Requirements Fall 2011

Business Management

Human Resources

Marketing

First Semester

Course	Credits
102-111 Intro to Human Resources	3
102-131 Intro to Business	3
103-102 Microsoft Office Suite	2
104-102 Marketing Principles	3
801-195 Written Communications	3
809-198 Intro to Psychology	3

First Semester Total Credits 17

Course	Credits
102-111 Intro to Human Resources	3
102-131 Intro to Business	3
103-102 Microsoft Office Suite	2
104-102 Marketing Principles	3
801-195 Written Communications	3
809-198 Intro to Psychology	3

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Course	Credits
102-111 Intro to Human Resources	3
102-131 Intro to Business	3
103-102 Microsoft Office Suite	2
104-102 Marketing Principles	3
801-195 Written Communications	3
809-198 Intro to Psychology	3

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Second Semester

Course	Credits
102-112 Principles of Management	3
104-104 Professional Selling	3
801-196 Oral/Interpersonal Communication	3
101-111 Accounting 1 OR 101-105 Intro to Accounting	4 3
102-113 Business Ethics	3

Second Semester Total Credits 15-16

Course	Credits
102-112 Principles of Management	3
104-104 Professional Selling	3
801-196 Oral/Interpersonal Communication	3
101-111 Accounting 1 OR 101-105 Intro to Accounting	4 3
196-127 Employee Relations	3

15-16

Course	Credits
102-112 Principles of Management	3
104-104 Professional Selling	3
801-196 Oral/Interpersonal Communication	3
101-111 Accounting 1 OR 101-105 Intro to Accounting	4 3
104-125 Promotion Principles *	3

15-16

Third Semester

Course	Credits
801-198 Speech	3
809-195 Economics	3
102-109 Software Skills - Bus Mgr *	2
102-116 Mgmt Decision Making	3
101-184 Bus Finance & Budget	3
196-188 Project Management	3

Third Semester Total Credits 17

Course	Credits
801-198 Speech	3
809-195 Economics	3
102-113 Business Ethics	3
196-110 Employee Benefits	3
196-113 Human Resource Law	3
196-114 Recruitment & Selection	3

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Course	Credits
801-198 Speech	3
809-195 Economics	3
104-152 Technology in Marketing *	2
104-105 Marketing Research *	3
104-166 Enterprise Mktg & Mgmt *	4
104-160 Entertainment, Sports & Event Marketing *	3

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Fourth Semester

Course	Credits
102-114 Managing Operations	3
102-150 International Business	3
102-117 Plan Bus Mgmt Career *	2
196-190 Leadership Development	3
102-115 Bus Mgmt Internship *	1
804-123 Math w/ Bus Apps OR 804-189 Introductory Statistics	3
809-196 Intro to Sociology	3

Fourth Semester Total Credits 18

Course	Credits
196-136 Safety in the Workplace	3
196-111 Performance Mgt & Rewards	3
101-121 Payroll Accounting	2
196-190 Leadership Develop OR 196-112 Training Systems	3
196-128 HR Internship *	1
804-123 Math w/ Bus Apps OR 804-189 Introductory Statistics	3
809-172 Race, Ethnic & Diversity	3

18

Course	Credits
104-140 Business to Bus Selling *	3
104-111 Consumer Behavior	3
104-182 Professional Dev for Marketing	2
104-183 Marketing Management *	3
104-169 Marketing Internship *	1
804-123 Math w/ Bus Apps	3
809-196 Intro to Sociology OR 809-172 Race, Ethnic, Diversity OR 809-166 Intro to Ethics	3

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Total Program Credits 68

68-69

69-70

Common Core Courses

*Courses with Prerequisites