



**PROGRAM REQUIREMENTS**

[www.cvtc.edu](http://www.cvtc.edu) - 1-800-547-2882

START DATE(S): August, January	EFFECTIVE: <b>August 2010</b>
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**Business Management**

*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	
809-198	Introduction to Psychology	3	3	
<b>Total Semester Hrs./Week and Total Credits</b>		<b>hrs. 18</b>	<b>cr. 17</b>	
<u>Second Semester</u>				
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	
<b>Total Semester Hrs./Week and Total Credits</b>		<b>hrs. 17</b>	<b>cr. 16</b>	
<u>Third Semester</u>				
101-184	Business, Finance, Budget	3	3	
102-116	Management Decision Making	3	3	
102-109	Software Skills for Business Managers	2	2	103-102
196-188	Project Management	3	3	
801-198	Speech	3	3	
809-195	Economics	3	3	
<b>Total Semester Hrs./Week and Total Credits</b>		<b>hrs. 18</b>	<b>cr. 17</b>	
<u>Fourth Semester</u>				
102-114	Managing Operations	3	3	101-184
102-150	International Business	3	3	
102-117	Planning Your Bus Mgmt Career	2	2	102-109, 102-111, 102-112, 102-113, 102-116, Corequisite: 105-115
196-190	Leadership Development	3	3	
102-115	Business Management Internship		1	
804-106	Introduction to College Math	4	3	
809-196	Introduction to Sociology	3	3	
<b>Total Semester Hrs./Week and Total Credits</b>		<b>hrs. 18</b>	<b>cr. 18</b>	

**TOTAL CREDITS REQUIRED = 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 Program Tips

## **Track Selection**

Students must **declare** a Business Program Track by the completion of the first semester.

### **Choices are the following:**

- Business Management - Business
- Human Resources - Business
- Marketing - Business

Selection can be completed on our website at [www.cvtc.edu](http://www.cvtc.edu) or by stopping at the Admissions Office (BEC).

**Business Management Internship: (80 hrs.)**

**Human Resources Management Internship: (72 hrs.)**

**Marketing Management Internship: (72 hrs.)**

## **Graduation Audit**

The student's graduation audit will be based on one of the Business Program Tracks. Students can complete more than one track, but should contact the Financial Aid Office regarding the 150% rule.

## **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 our website at [www.cvtc.edu/pages.700.asp](http://www.cvtc.edu/pages.700.asp) 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 (\$5) if you would like to receive a certificate.

## **Certificates Available ([www.cvtc.edu/pages/700.asp](http://www.cvtc.edu/pages/700.asp))**

Human Resource  
Marketing Management  
Office Management  
Professional Selling  
Retail Management  
Small Business Marketing  
Small Business Accounting  
Leadership

## **Transfer Credit**

To see what courses transfer to a public postsecondary institution in Wisconsin, go to the Transfer Information System at [www.uwsa.edu/tis](http://www.uwsa.edu/tis).

- 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.

## **Distance Learning**

Some courses are available online and evenings. Check our website ([www.cvtc.edu](http://www.cvtc.edu)) for more information.

## **Financial Aid Considerations**

Some courses may not be eligible for financial aid. Course must be part of a program to be eligible. A list of course not eligible is located on [www.cvtc.edu](http://www.cvtc.edu).

# Business Programs

Program Requirements Fall 2010

## Business Management

### 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

### 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	4
102-113 Business Ethics	3

Second Semester Total Credits 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

### 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
184-106 Intro to College Math	3
809-196 Intro to Sociology	3

Fourth Semester Total Credits 18

## Human Resources

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

17

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
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

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
804-106 Intro to College Math OR 804-189 Introductory Statistics	3
809-172 Race, Ethnic & Diversity	3

18

## Marketing

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

17

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

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

18

Course	Credits
Business to Bus Selling *	3
Consumer Behavior	3
Professional Dev for Marketing	2
Marketing Management *	3
Marketing Internship *	1
Intro to College Math	3
809-196 Intro to Sociology OR 809-172 Race, Ethnic, Diversity OR 809-166 Intro to Ethics	3

18

Total Program Credits	68	68-69	68-69
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### Common Core Courses

\*Courses with Prerequisites