



## College of Southern Nevada Business Management Orientation Package 2011-2012 Catalog

- Business Management Program includes:
  - Associate of Business Degree (AB) – 62 credits
  - Associate of Applied Science Degree (AAS) Business Management – 62 credits.
    - Emphasis include:
      - Small Business Management – 64 credits
      - Human Resource Management – 61 credits
      - International Business Management – 64 credits
      - Public Sector Relations – 61 credits
      - Telecommunications/Networking – 64 credits
  - Certificate of Achievement in Business Management – 30 credits
- Packet Contents:
  - Letter of Introduction
  - Associate of Business Program Curriculum
  - 2011-2012 Course Catalog Degree Sheets and Course Descriptions
  - How to Become a CSN Business Student
- Business Management Organizations
  - Accredited with the Accreditation Council for Business Schools and Programs
  - Future Business Leaders of America (FBLA) – CSN Chapter
- CSN Contacts
  - Department of Business Administration Office – 651-5066
    - Department Chair, Dr. Clarissa M. Cota
    - Administrative Assistants, Cat Maihen and Cindy Ray
  - Counseling Center
    - West Charleston Campus – 651-5670
    - Cheyenne – 651-4049
    - Henderson – 651-3165
  - Career Services Center - Students may register with the Career Services Office and receive job information.
    - West Charleston Campus – 651-5089
    - Cheyenne – 651-4700
    - Henderson – 651-3174
  - Transfer Center - Students interested in pursuing a bachelor degree upon graduation from CSN should meet with a transfer specialist.
    - West Charleston Campus – 651-5670
    - Cheyenne – 651-4227
    - Henderson – 651-3165



**Department of Business Administration**

Sort Code W2C  
6375 West Charleston Boulevard  
Las Vegas, NV 89146-1164

Office: 702.651.5066 Fax: 702.651.5719

Dear Prospective Business Management Student:

Thank you very much for your interest in the Business Management Program at the College of Southern Nevada. The Business Management Program is part of the Business Administration Department. The Business Administration Department is one of the largest providers of business education in Nevada. Our 55 faculty and staff serve approximately 4000 students each year. In addition to Business Management, the Business Administration Department also offers programs in Marketing, Real Estate and Paralegal Studies.

The degrees within the Business Management Program at the College of Southern Nevada are accredited by the Accreditation Council for Business Schools and Programs (ACBSP). Graduates from an ACBSP accredited institution should find it easier to transfer credits to a university, gain acceptance for an MBA or other post-graduate programs, and will better prepare you to compete for the best jobs.

Within the Business Management Program, students may select from a variety of degree emphasis leading to an Associates of Applied Science or Certificate of Achievement. The Associates of Business degree, designed for those planning to transfer to a university, is also within the Business Management Program.

By completing a degree within the Business Management Program, you will gather the understanding, knowledge, and techniques required for career success. Students learn the most up-to-date business practices and how to best lead and organize employees and manage projects. Our core curriculum focuses on gaining skills in managing people and functions within the public and private sector, profit and non-profit organizations, along with global business operations.

Enclosed with this letter is information about the registration process at the College of Southern Nevada, the Associate of Business and Business Management Degrees and Certificate, Course Descriptions, and College Services.

If you should have any questions for our department, please call (702) 651-5066. You may also look at our website at: [www.csn.edu](http://www.csn.edu).

Sincerely,

*Clarissa M. Cota*

Dr. Clarissa M. Cota  
Chair, Business Administration Department

# Associate of Business Curriculum

## 2011-2012 Catalog



This is to serve as a recommended curriculum for full-time students. Part-time students take classes at different rates and may still follow this course path at the pace which suits their needs. Students may also take summer courses which will lighten the class loads during the Fall and Spring semesters.

## Associate of Business 62 Credits

<b><u>First Semester</u></b>		<b><u>Second Semester</u></b>	
ENG 100 or 101 or 113	3-5	PSC 101 or	4-6
COM 101	3	HIST 101 and HIST 102 or	
MATH 124 or above	3	HIST 101 & HIST 217	
IS 101	3	ENG 102 or 114	3
PHIL 102	3	COM 102	3
		MATH 132	3
		ECON 102	3
Total credits	15-17	Total credits	16-18
<b><u>Third Semester</u></b>		<b><u>Fourth Semester</u></b>	
Life and Physical Sciences	3-4	Life and Physical Sciences	3-4
ENG 223 or above	3	ACC 202	3
ACC 201	3	MGT 201	3
BUS 101	3	ECON 261	3
ECON 103	3	ART, DAN 101, Music, THTR	3
Total credits	15-16	Total credits	15-16

The Associate of Business (AB) degree provides the equivalent of the first two years of a Bachelor’s degree in business related subject areas. Students who pursue this degree are primarily interested in transferring to NSC, UNLV, UNR or another baccalaureate level institution. A secondary objective may be employment upon completion of the AB.

**STUDENT LEARNING OUTCOMES - Graduates of this program will have the opportunity to:**

- Demonstrate knowledge and skills required for employment in business related careers.
- Demonstrate an understanding of business operations.
- Demonstrate understanding of the theory and practice of business.

ALL CSN COURSES TRANSFER; HOWEVER, THOSE WITH “B” SUFFIXES SPECIFICALLY DO NOT TRANSFER TO NSC, UNLV, AND UNR. IN SUBJECT AREA LISTED BELOW WHERE SPECIFIC COURSE NUMBERS ARE NOT LISTED, CONSULT A COUNSELOR/ADVISOR TO ENSURE TRANSFERABILITY OF ALL COURSES.

Courses with “G” suffixes are designated Honors level courses and can be used to fulfill equivalent general education requirements.

**GENERAL EDUCATION REQUIREMENTS (32 Credits):**

	CR	SEMESTER
<b>ENGLISH:</b> ENG 100 or 101 or 113 and 102 or 114	6-8	_____
<b>LITERATURE:</b> ENG 223 or above	3	_____
<b>FINE ARTS:</b> ART, DAN 101, Music, THTR	3	_____
<b>HUMANITIES:</b> COM 101	3	_____
<b>ANALYTICAL THINKING:</b> PHIL 102	3	_____
<b>MATHEMATICS:</b> MATH 124 or above	3	_____
<b>LIFE AND PHYSICAL SCIENCES:</b> (Two courses from the following, one must include a lab): AST, BIOL, CHEM 105 or above, ENV, GEOG 103, 104, 117, GEOL or PHYS	7	_____
<b>U.S. AND NEVADA CONSTITUTIONS:</b> PSC 101 or HIST 101 and HIST 102 or HIST 101 and HIST 217	4-6	_____

**SPECIAL PROGRAM REQUIREMENTS (30 Credits):**

	CR	SEMESTER
<b>ACC 201</b> Financial Accounting	3	_____
<b>ACC 202</b> Managerial Accounting	3	_____
<b>BUS 101</b> Introduction to Business	3	_____
<b>COM 102</b> Introduction to Interpersonal Communication	3	_____
<b>IS 101</b> Introduction to Information Systems	3	_____
<b>ECON 102</b> Principles of Microeconomics	3	_____
<b>ECON 103</b> Principles of Macroeconomics	3	_____
<b>ECON 261</b> Principles of Statistics I	3	_____
<b>MATH 132</b> Finite Mathematics	3	_____
<b>MGT 201</b> Principles of Management	3	_____

**62**  
Total Credits

Students may elect to graduate using the degree requirements in effect at the time of matriculation, or when they declared or changed major or the current catalog. If a program is official after a student has matriculated, the student may choose the degree requirements of the new program. In no case may a student use a catalog which is more than six years old at the time of graduation.

**ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS)**

The Associate of Applied Science Degree in Business Management provides the individual with the understanding and knowledge necessary for managing people and functions. Managerial and motivational theories, global management, decision making and organizational designs are stressed.

**STUDENT LEARNING OUTCOMES - Graduates of this program will have the opportunity to:**

- Explain current general business and management theories.
- Apply general business and management theories to real-life professional situations.
- Demonstrate proficiency for entry-level business or management positions within profit and nonprofit organizations.
- Demonstrate leadership using the latest techniques in coaching and participatory styles of management.

**GENERAL EDUCATION REQUIREMENTS (25 Credits):**

	CR	SEMESTER
<b>COMMUNICATIONS:</b> COM 101, 102, 215, ENG 100, 101, 102, 107, 113, 114, 205, JOUR 102, THTR 105	3-5	_____
<b>ENGLISH:</b> ENG 100, 101, 107, 113	3-5	_____
<b>HUMAN RELATIONS:</b> ALS 101, ANTH 101, 112, 201, 205, HIST 105, 106, 107, 150, 151, 210, 247, 260, HMS 130, 135B, 265B, MGT 100B, PHIL 135, PSC 201, PSY 101, 102, 207, 208, 261, SOC	3	_____
<b>MATHEMATICS:</b> MATH 120 or above (except MATH 122, 123)	3	_____
<b>SCIENCE:</b> AST, BIOL, CHEM, EGG 131, 132, ENV, GEOG 103, 104, 117, GEOL, HHP 123B, 124B, PHYS	6	_____
<b>FINE ARTS/HUMANITIES/ SOCIAL SCIENCES:</b> AM, ANTH, ART, COM, ECON, ENG 223 or above, GEOG 106 or above, HIST, International Languages, Music, PHIL, PSC, PSY, SOC, THTR, WMST 113	3	_____
<b>U.S. AND NEVADA CONSTITUTIONS:</b> PSC 101 or HIST 101 and HIST 102 or HIST 101 and HIST 217	4-6	_____

**SPECIAL PROGRAM REQUIREMENTS (39 Credits):**

	CR	SEMESTER
<b>ACC 201</b> Financial Accounting	3	_____
<b>BUS 101</b> Introduction to Business	3	_____
<b>BUS 108</b> Business Letters and Reports	3	_____
<b>BUS 272</b> Legal Environment OR <b>BUS 273</b> Business Law I	3	_____
<b>ECON 103</b> Principles of Macroeconomics	3	_____
<b>IS 101</b> Introduction to Information Systems	3	_____
<b>MGT 103</b> Introduction to Small Business Management	3	_____
<b>MGT 201</b> Principles of Management	3	_____
<b>MGT 212</b> Leadership and Human Relations OR <b>MGT 235</b> Organizational Behavior	3	_____
<b>MGT 283</b> Introduction to Human Resources Management	3	_____
<b>MGT 284B</b> Introduction to International Management	3	_____
<b>MKT 210</b> Marketing Principles OR <b>MKT 261</b> Introduction to Public Relations	3	_____
<b>Plus 3 credits from the following:</b>		
<b>BUS 106B</b> Business English	3	_____
<b>BUS 107</b> Business Speech Communication	3	_____
<b>BUS 271</b> Introduction to Employment Law	3	_____
<b>BUS 274</b> Business Law II	3	_____
<b>MGT 120B</b> Introduction to Public Sector Administration	3	_____
<b>MGT 291B</b> Women in Management	3	_____
<b>MGT 294B</b> Seminar in Management	3	_____

**64**  
Total Credits

Students may elect to graduate using the degree requirements in effect at the time of matriculation, or when they declared or changed major or the current catalog. If a program is official after a student has matriculated, the student may choose the degree requirements of the new program. In no case may a student use a catalog which is more than six years old at the time of graduation.

**ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS)**

This degree is designed to provide students with the understanding and knowledge necessary for managing people and functions. Students will learn key concepts and techniques of personnel supervision in private and public sector administration through various interactive and team-building activities.

**STUDENT LEARNING OUTCOMES - Graduates of this program will have the opportunity to:**

- Explain current general business and human resources management theories.
- Apply general business and human resources management theories to real-life professional situations.
- Demonstrate proficiency for entry-level human resource management positions with profit and nonprofit organizations.
- Demonstrate the latest techniques in recruitment, selection, training, and other human resource practices.

**GENERAL EDUCATION REQUIREMENTS (25 Credits):**

	CR	SEMESTER
<b>COMMUNICATIONS:</b> COM 101, 102, 215, ENG 100, 101, 102, 107, 113, 114, 205, JOUR 102, THTR 105	3-5	_____
<b>ENGLISH:</b> ENG 100, 101, 107, 113	3-5	_____
<b>HUMAN RELATIONS:</b> ALS 101, ANTH 101, 112, 201, 205, HIST 105, 106, 107, 150, 151, 210, 247, 260, HMS 130, 135B, 265B, MGT 100B, PHIL 135, PSC 201, PSY 101, 102, 207, 208, 261, SOC	3	_____
<b>MATHEMATICS:</b> MATH 120 or above (except MATH 122, 123)	3	_____
<b>SCIENCE:</b> AST, BIOL, CHEM, EGG 131, 132, ENV, GEOG 103, 104, 117, GEOL, HHP 123B, 124B, PHYS	6	_____
<b>FINE ARTS/HUMANITIES/ SOCIAL SCIENCES:</b> AM, ANTH, ART, COM, ECON, ENG 223 or above, GEOG 106 or above, HIST, International Languages, Music, PHIL, PSC, PSY, SOC, THTR, WMST 113	3	_____
<b>U.S. AND NEVADA CONSTITUTIONS:</b> PSC 101 or HIST 101 and HIST 102 or HIST 101 and HIST 217	4-6	_____

**SPECIAL PROGRAM REQUIREMENTS (36 Credits):**

	CR	SEMESTER
<b>BUS 101</b> Introduction to Business	3	_____
<b>BUS 108</b> Business Letters and Reports	3	_____
<b>BUS 272</b> Legal Environment OR <b>BUS 273</b> Business Law I	3	_____
<b>IS 101</b> Introduction to Information Systems	3	_____
<b>MGT 103</b> Introduction to Small Business Management	3	_____
<b>MGT 201</b> Principles of Management	3	_____
<b>MGT 212</b> Leadership and Human Relations	3	_____
<b>MGT 235</b> Organizational Behavior	3	_____
<b>MGT 283</b> Introduction to Human Resources Management	3	_____
<b>MGT 286B</b> Personnel Interviewing	3	_____
<b>MKT 210</b> Marketing Principles	3	_____
<b>Plus 3 credits from the following:</b>		
<b>ACC 201</b> Financial Accounting	3	_____
<b>BUS 106B</b> Business English	3	_____
<b>BUS 107</b> Business Speech Communication	3	_____
<b>BUS 271</b> Introduction to Employment Law	3	_____
<b>BUS 274</b> Business Law II	3	_____
<b>ECON 103</b> Principles of Macroeconomics	3	_____
<b>MGT 120B</b> Introduction to Public Sector Administration	3	_____
<b>MGT 291B</b> Women in Management	3	_____
<b>MGT 294B</b> Seminar in Management	3	_____

**61**  
Total Credits

**ASSOCIATE OF APPLIED SCIENCE**

Students may elect to graduate using the degree requirements in effect at the time of matriculation, or when they declared or changed major or the current catalog. If a program is official after a student has matriculated, the student may choose the degree requirements of the new program. In no case may a student use a catalog which is more than six years old at the time of graduation.

**ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS)**

This program is designed to provide students with the understanding and knowledge necessary for managing people and functions. An examination of management resources across national boundaries, the international marketplace and legal aspects of international business are emphasized. Students will learn management concepts through interactive exercises and case studies.

**STUDENT LEARNING OUTCOMES - Graduates of this program will have the opportunity to:**

- Explain current general business and global management theories and how they apply to international business settings.
- Apply general business and global management strategies to real-life professional situations.
- Demonstrate proficiency for entry-level management positions within a global or multi-national organization.
- Demonstrate the latest techniques and trends in international business and management practices.

**GENERAL EDUCATION REQUIREMENTS (25 Credits):**

	CR	SEMESTER
<b>COMMUNICATIONS:</b> COM 101, 102, 215, ENG 100, 101, 102, 107, 113, 114, 205, JOUR 102, THTR 105	3-5	_____
<b>ENGLISH:</b> ENG 100, 101, 107, 113	3-5	_____
<b>HUMAN RELATIONS:</b> ALS 101, ANTH 101, 112, 201, 205, HIST 105, 106, 107, 150, 151, 210, 247, 260, HMS 130, 135B, 265B, MGT 100B, PHIL 135, PSC 201, PSY 101, 102, 207, 208, 261, SOC	3	_____
<b>MATHEMATICS:</b> MATH 120 or above (except MATH 122, 123)	3	_____
<b>SCIENCE:</b> AST, BIOL, CHEM, EGG 131, 132, ENV, GEOG 103, 104, 117, GEOL, HHP 123B, 124B, PHYS	6	_____
<b>FINE ARTS/HUMANITIES/ SOCIAL SCIENCES:</b> AM, ANTH, ART, COM, ECON, ENG 223 or above, GEOG 106 or above, HIST, International Languages, Music, PHIL, PSC, PSY, SOC, THTR, WMST 113	3	_____
<b>U.S. AND NEVADA CONSTITUTIONS:</b> PSC 101 or HIST 101 and HIST 102 or HIST 101 and HIST 217	4-6	_____

**SPECIAL PROGRAM REQUIREMENTS (39 Credits):**

	CR	SEMESTER
<b>BUS 101</b> Introduction to Business	3	_____
<b>BUS 108</b> Business Letters and Reports	3	_____
<b>BUS 272</b> Legal Environment OR <b>BUS 273</b> Business Law I	3	_____
<b>BUS 275B</b> Fundamentals of International Business OR <b>BUS 280B</b> Legal Aspects of International Business	3	_____
<b>IS 101</b> Introduction to Information Systems	3	_____
<b>MGT 103</b> Introduction to Small Business Management	3	_____
<b>MGT 201</b> Principles of Management	3	_____
<b>MGT 212</b> Leadership and Human Relations OR <b>MGT 235</b> Organizational Behavior	3	_____
<b>MGT 283</b> Introduction to Human Resources Management	3	_____
<b>MGT 284B</b> Introduction to International Management	3	_____
<b>MKT 210</b> Marketing Principles	3	_____
<b>MKT 250</b> Introduction to International Marketing	3	_____

**Plus 3 credits from the following:**

<b>ACC 201</b> Financial Accounting	3	_____
<b>BUS 106B</b> Business English	3	_____
<b>BUS 107</b> Business Speech Communication	3	_____
<b>BUS 271</b> Introduction to Employment Law	3	_____
<b>BUS 274</b> Business Law II	3	_____
<b>BUS 284B</b> Internship in International Business	3	_____
<b>ECON 103</b> Principles of Macroeconomics	3	_____
<b>MGT 291B</b> Women in Management	3	_____
<b>MGT 294B</b> Seminar in Management	3	_____

ASSOCIATE OF APPLIED SCIENCE

**64**  
Total Credits

Students may elect to graduate using the degree requirements in effect at the time of matriculation, or when they declared or changed major or the current catalog. If a program is official after a student has matriculated, the student may choose the degree requirements of the new program. In no case may a student use a catalog which is more than six years old at the time of graduation.

**ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS)**

This degree is designed to provide students with the understanding and knowledge necessary for managing people and functions. Decision making in public sector administration and an examination of corporate and public policy are emphasized in the program. Students will learn management concepts through various interactive course techniques and formats.

**STUDENT LEARNING OUTCOMES - Graduates of this program will have the opportunity to:**

- Explain current general business and management theories and how they apply to public administration functions.
- Apply general business and management strategies to real-life professional situations related to public administration.
- Demonstrate proficiency for entry-level management positions within public sector organizations.
- Demonstrate the latest techniques and trends in public sector business and management practices.

**GENERAL EDUCATION REQUIREMENTS (25 Credits):**

	CR	SEMESTER
<b>COMMUNICATIONS:</b> COM 101, 102, 215, ENG 100, 101, 102, 107, 113, 114, 205, JOUR 102, THTR 105	3-5	_____
<b>ENGLISH:</b> ENG 100, 101, 107, 113	3-5	_____
<b>HUMAN RELATIONS:</b> ALS 101, ANTH 101, 112, 201, 205, HIST 105, 106, 107, 150, 151, 210, 247, 260, HMS 130, 135B, 265B, MGT 100B, PHIL 135, PSC 201, PSY 101, 102, 207, 208, 261, SOC	3	_____
<b>MATHEMATICS:</b> MATH 120 or above (except MATH 122, 123)	3	_____
<b>SCIENCE:</b> AST, BIOL, CHEM, EGG 131, 132, ENV, GEOG 103, 104, 117, GEOL, HHP 123B, 124B, PHYS	6	_____
<b>FINE ARTS/HUMANITIES/ SOCIAL SCIENCES:</b> AM, ANTH, ART, COM, ECON, ENG 223 or above, GEOG 106 or above, HIST, International Languages, Music, PHIL, PSC, PSY, SOC, THTR, WMST 113	3	_____
<b>U.S. AND NEVADA CONSTITUTIONS:</b> PSC 101 or HIST 101 and HIST 102 or HIST 101 and HIST 217	4-6	_____

**SPECIAL PROGRAM REQUIREMENTS (36 Credits):**

	CR	SEMESTER
<b>BUS 101</b> Introduction to Business	3	_____
<b>BUS 108</b> Business Letters and Reports	3	_____
<b>BUS 272</b> Legal Environment OR <b>BUS 273</b> Business Law I	3	_____
<b>IS 101</b> Introduction to Information Systems	3	_____
<b>MGT 103</b> Introduction to Small Business Management	3	_____
<b>MGT 120B</b> Introduction to Public Sector Administration	3	_____
<b>MGT 201</b> Principles of Management	3	_____
<b>MGT 212</b> Leadership and Human Relations	3	_____
<b>MGT 235</b> Organizational Behavior	3	_____
<b>MGT 283</b> Introduction to Human Resources Management	3	_____
<b>MKT 210</b> Marketing Principles	3	_____
<b>Plus 3 credits from the following:</b>		
<b>ACC 201</b> Financial Accounting	3	_____
<b>BUS 106B</b> Business English	3	_____
<b>BUS 107</b> Business Speech Communication	3	_____
<b>BUS 271</b> Introduction to Employment Law	3	_____
<b>BUS 274</b> Business Law II	3	_____
<b>ECON 103</b> Principles of Macroeconomics	3	_____
<b>MGT 286B</b> Personnel Interviewing	3	_____
<b>MGT 288B</b> Compensation Management	3	_____
<b>MGT 291B</b> Women in Management	3	_____
<b>MGT 294B</b> Seminar in Management	3	_____

**61**  
Total Credits

ASSOCIATE OF APPLIED SCIENCE

Students may elect to graduate using the degree requirements in effect at the time of matriculation, or when they declared or changed major or the current catalog. If a program is official after a student has matriculated, the student may choose the degree requirements of the new program. In no case may a student use a catalog which is more than six years old at the time of graduation.

**ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS)**

This program is designed to provide students with the understanding and knowledge necessary to manage people and functions. Students will learn the techniques necessary to start and operate successful small businesses through various interactive course techniques and formats. Financial and administrative controls, marketing and legal requirements are emphasized in the program.

**STUDENT LEARNING OUTCOMES - Graduates of this program will have the opportunity to:**

- Explain current general business and management theories and how they apply to small business settings.
- Apply general business and management strategies to real-life in small business settings.
- Explain the purpose of a business proposal used to initiate start-up efforts for a prospective small business.
- Demonstrate the latest techniques and trends in small business management practices.

**GENERAL EDUCATION REQUIREMENTS (25 Credits):**

	CR	SEMESTER
<b>COMMUNICATIONS:</b> COM 101, 102, 215, ENG 100, 101, 102, 107, 113, 114, 205, JOUR 102, THTR 105	3-5	_____
<b>ENGLISH:</b> ENG 100, 101, 107, 113	3-5	_____
<b>HUMAN RELATIONS:</b> ALS 101, ANTH 101, 112, 201, 205, HIST 105, 106, 107, 150, 151, 210, 247, 260, HMS 130, 135B, 265B, MGT 100B, PHIL 135, PSC 201, PSY 101, 102, 207, 208, 261, SOC	3	_____
<b>MATHEMATICS:</b> MATH 120 or above (except MATH 122, 123)	3	_____
<b>SCIENCE:</b> AST, BIOL, CHEM, EGG 131, 132, ENV, GEOG 103, 104, 117, GEOL, HHP 123B, 124B, PHYS	6	_____
<b>FINE ARTS/HUMANITIES/ SOCIAL SCIENCES:</b> AM, ANTH, ART, COM, ECON, ENG 223 or above, GEOG 106 or above, HIST, International Languages, Music, PHIL, PSC, PSY, SOC, THTR, WMST 113	3	_____
<b>U.S. AND NEVADA CONSTITUTIONS:</b> PSC 101 or HIST 101 and HIST 102 or HIST 101 and HIST 217	4-6	_____

**SPECIAL PROGRAM REQUIREMENTS (39 Credits):**

	CR	SEMESTER
<b>BUS 101</b> Introduction to Business	3	_____
<b>BUS 102B</b> Entrepreneurship and Innovation	3	_____
<b>BUS 108</b> Business Letters and Reports	3	_____
<b>BUS 272</b> Legal Environment OR <b>BUS 273</b> Business Law I	3	_____
<b>IS 101</b> Introduction to Information Systems	3	_____
<b>MGT 103</b> Introduction to Small Business Management	3	_____
<b>MGT 201</b> Principles of Management	3	_____
<b>MGT 212</b> Leadership and Human Relations OR <b>MGT 235</b> Organizational Behavior	3	_____
<b>MGT 283</b> Introduction to Human Resources Management	3	_____
<b>MKT 210</b> Marketing Principles	3	_____
<b>Plus 3 credits from the following:</b>		
<b>ACC 201</b> Financial Accounting	3	_____
<b>BUS 106B</b> Business English	3	_____
<b>BUS 107</b> Business Speech Communication	3	_____
<b>BUS 271</b> Introduction to Employment Law	3	_____
<b>BUS 274</b> Business Law II	3	_____
<b>ECON 103</b> Principles of Macroeconomics	3	_____
<b>MGT 120B</b> Introduction to Public Sector Administration	3	_____
<b>MGT 291B</b> Women in Management	3	_____
<b>MGT 294B</b> Seminar in Management	3	_____
<b>Plus 6 credits from the following:</b>		
<b>BUS</b>	6	_____

ASSOCIATE OF APPLIED SCIENCE

**64**  
Total Credits

Students may elect to graduate using the degree requirements in effect at the time of matriculation, or when they declared or changed major or the current catalog. If a program is official after a student has matriculated, the student may choose the degree requirements of the new program. In no case may a student use a catalog which is more than six years old at the time of graduation.

**ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS)**

This degree is designed to provide students and professionals with the knowledge and skill sets necessary for responsibly managing today’s information-dependent business environments. Business procedures and operations based on national and international telecommunications and data communications standards are emphasized.

**STUDENT LEARNING OUTCOMES - Graduates of this program will have the opportunity to:**

- Explain current general business and telecommunications management theories.
- Demonstrate a working knowledge of general business and telecommunications management theories to real-life professional situations.
- Demonstrate the ability to manage information and telecommunications projects.
- Understand LANs and WANs and the technologies that support those networks.
- Demonstrate a working knowledge of the following network and information security management topics: threat techniques, risk analysis, contingency planning, categories of security devices, password techniques, encryption, and intercept devices.

**GENERAL EDUCATION REQUIREMENTS (25 Credits):**

	CR	SEMESTER
<b>COMMUNICATIONS:</b> BUS 108, COM 101, 102, 215, ENG 100, 101, 102, 107, 113, 114, 205, JOUR 102, THTR 105	3-5	_____
<b>ENGLISH:</b> ENG 100, 101, 107, 113	3-5	_____
<b>HUMAN RELATIONS:</b> ALS 101, ANTH 101, 112, 201, 205, HIST 105, 106, 107, 150, 151, 210, 247, 260, HMS 130, 135B, 265B, MGT 100B, 283, PHIL 135, PSC 201, PSY 101, 102, 207, 208, 261, SOC	3	_____
<b>MATHEMATICS:</b> MATH 120 or above (except MATH 122, 123)	3	_____
<b>SCIENCE:</b> AST, BIOL, CHEM, EGG 131, 132, ENV, GEOG 103, 104, 117, GEOL, HHP 123B, 124B, PHYS	6	_____
<b>FINE ARTS/HUMANITIES/ SOCIAL SCIENCES:</b> AM, ANTH, ART, COM, ECON, ENG 223 or above, GEOG 106 or above, HIST, International Languages, Music, PHIL, PSC, PSY, SOC, THTR, WMST 113	3	_____
<b>U.S. AND NEVADA CONSTITUTIONS:</b> PSC 101 or HIST 101 and HIST 102 or HIST 101 and HIST 217	4-6	_____

**SPECIAL PROGRAM REQUIREMENTS (39 Credits):**

	CR	SEMESTER
<b>ACC 201</b> Financial Accounting	3	_____
<b>BUS 101</b> Introduction to Business	3	_____
<b>BUS 272</b> Legal Environment OR <b>BUS 273</b> Business Law I	3	_____
<b>ET 108B</b> Telecommunications and the Information Age	3	_____
<b>ET 115B</b> Network Security Management	3	_____
<b>ET 116B</b> Business Data Networks	3	_____
<b>IS 101</b> Introduction to Information Systems	3	_____
<b>MGT 103</b> Introduction to Small Business Management	3	_____
<b>MGT 201</b> Principles of Management	3	_____
<b>MGT 212</b> Leadership and Human Relations OR <b>MGT 235</b> Organizational Behavior	3	_____
<b>MGT 283</b> Introduction to Human Resources Management	3	_____
<b>MKT 210</b> Marketing Principles	3	_____
<b>Plus 3 credits from the following:</b>		
<b>CIT 112B</b> Network+	3	_____
<b>CIT 113B</b> IT Project+	3	_____
<b>CSCO 105B</b> Fundamentals of Voice and Data Cabling	3	_____
<b>CSCO 120B</b> Cisco Networking Academies I	4	_____

**64**  
Total Credits

**ASSOCIATE OF APPLIED SCIENCE**

Students may elect to graduate using the degree requirements in effect at the time of matriculation, or when they declared or changed major or the current catalog. If a program is official after a student has matriculated, the student may choose the degree requirements of the new program. In no case may a student use a catalog which is more than six years old at the time of graduation.

**CERTIFICATE OF ACHIEVEMENT**

The Certificate of Achievement in Business Management provides students with the understanding and knowledge necessary for managing people and functions. Decision making for both private and public sector agencies is stressed in the program. Students will learn basic principles of management and human relations skills through various interactive course techniques and formats.

**STUDENT LEARNING OUTCOMES - Graduates of this program will have the opportunity to:**

- Explain current general business and management theories.
- Apply general business and management theories to real-life professional situations.
- Demonstrate preparation for entry-level business or management positions within profit and nonprofit organizations.

**GENERAL EDUCATION REQUIREMENTS (3 Credits):**

	CR	SEMESTER
<b>COMMUNICATIONS:</b> BUS 108, COM 101, 102, 215, ENG 100, 101, 102, 107, 113, 114, 205, JOUR 102, THTR 105	3-5	_____

**SPECIAL PROGRAM REQUIREMENTS (27 Credits):**

	CR	SEMESTER
<b>ACC 201</b> Financial Accounting	3	_____
<b>BUS 101</b> Introduction to Business	3	_____
<b>BUS 273</b> Business Law I	3	_____
<b>IS 101</b> Introduction to Information Systems	3	_____
<b>MGT 100B</b> Practical Human Relations for Business	3	_____
<b>MGT 201</b> Principles of Management	3	_____
<b>MGT 235</b> Organizational Behavior	3	_____
<b>MGT 283</b> Introduction to Human Resources Management	3	_____
<b>ELECTIVE</b>	3	_____
Computation included in ACC 201		
Human Relations included in MGT 100B		

**30**  
Total Credits

Students may elect to graduate using the degree requirements in effect at the time of matriculation, or when they declared or changed major or the current catalog. If a program is official after a student has matriculated, the student may choose the degree requirements of the new program. In no case may a student use a catalog which is more than six years old at the time of graduation.

CERTIFICATE OF ACHIEVEMENT

## Business Management Course Descriptions

### **BUS 101 Introduction to Business 3 (3,0,0,0)**

Designed to build a business foundation and to give students a broad background of modern business principles. Course will introduce students to the business profession by incorporating and integrating business knowledge and information across departmental curriculum lines to enhance the overall comprehension of the business world. Class projects are assigned to promote team work among students to use their own capabilities in utilizing all educational aspects.

### **BUS 102B Entrepreneurship and Innovation 3 (3,0,0,0)**

Practical overview of business startup, planning, preparation, and risk assessment. Concentration on business plan formulation including acquiring financing, personnel selection, sales and marketing.

### **BUS 106B Business English 3 (3,0,0,0)**

Utilizes previous English language experience to train students in the basic skills of business communication in both oral and written form. Excellent foundation for Business Letters/Reports. Prerequisite: ENG 100 or 101 with a grade of "C" or better.

### **BUS 107 Business Speech Communication 3 (3,0,0,0)**

Designed to provide students with the opportunity to develop speaking and listening skills necessary for successful on-the-job communications. Emphasizes interpersonal and organizational communications such as interviewing, small group dynamics and oral presentations.

### **BUS 108 Business Letters and Reports 3 (3,0,0,0)**

Designed to develop conceptual skills in all types of written and oral business communications, furnish practical applications of these skills, and acquaint the student with tools and techniques required to communicate in the real world of business. Prerequisite: ENG 100 or 101 with a grade of "C" or better.

### **BUS 109B Business Mathematics 3 (3,0,0,0)**

Fundamental mathematical processes for the business person and the consumer are reviewed. Discounts,

commissions, depreciation, overhead and interest rates are studied.

### **BUS 271 Introduction to Employment Law 3 (3,0,0,0)**

The study of federal and state labor law and employment law and how it impacts employers, employees and the American workforce.

### **BUS 272 Legal Environment 3 (3,0,0,0)**

Nature and function of law, legal systems, constitutional law, administrative law, antitrust, consumer protection, torts and product liability.

### **BUS 273 Business Law I 3 (3,0,0,0)**

A study of the law as it applies to contract sales and commercial paper.

### **BUS 274 Business Law II 3 (3,0,0,0)**

A study of law as it applies to secured transactions, agency, employment, partnerships, corporations and property.

### **BUS 275B Fundamentals of International Business 3 (3,0,0,0)**

This course will introduce the student to the exciting world of International Business. It will examine the following: direct focus on the development of management skills in handling problems of multinational business; analysis of problems stemming from the movement of goods, services, human resources, technology, finance, and ownership across national boundaries. Prerequisite: BUS 101.

### **BUS 280B Legal Aspects of International Business 1-3 (1-3,0,0,0)**

An introductory overview of International Law divided into three week topical sections of related business and legal aspects designed to emphasize international imports and exports, treaties and remedies. The student may select all or one of the sections; one credit per section.

**MGT 100B Practical Human Relations for Business  
3 (3,0,0,0)**

Study of human factors involved in business and management with emphasis upon mutual responsibilities and communication problems of employees, managers and customers. Team activities.

**MGT 103 Introduction to Small Business Management  
3 (3,0,0,0)**

Topics covered include start-up, financial and administrative controls, marketing programs, management techniques, legal and governmental relationships. All aspects of operating a business will be thoroughly discussed.

**MGT 120B Introduction to Public Sector  
Administration 3 (3,0,0,0)**

Examines the relationship between public sector policies and the world of business. Surveys the public sector regulating advertising, products, production, mergers, competition and marketplace restrictions.

**MGT 201 Principles of Management 3 (3,0,0,0)**

Topics covered include fundamentals and principles of management, administrative policies, objectives and procedures and problems of organization control and leadership.

**MGT 212 Leadership and Human Relations 3 (3,0,0,0)**

Focus is on understanding and managing human behavior in organizations. Developing a better understanding of one's self as a leader and exploring some of the more effective ways of leading others.

**MGT 235 Organizational Behavior 3 (3,0,0,0)**

Topics include concepts, theories and case studies concerning the behavior of people in modern business organizations.

**MGT 283 Introduction to Human Resources  
Management 3 (3,0,0,0)**

Designed to develop an understanding of the duties and responsibilities of personnel at the mid-management level. Areas covered include: employee needs, human relations, recruiting techniques, orienting and training employees, benefit programs and economics of supervision.

**MGT 284B Introduction to International Management  
3 (3,0,0,0)**

Examination of the management of resources (people, capital goods, money, inventories and technology) across national boundaries. The student will also learn to adapt management principles and functions to the demands of foreign competition and environment. The class will be supplemented with international speakers. Prerequisite: MGT 201.

**MGT 286B Personnel Interviewing 3 (3,0,0,0)**

A study of the legal aspects of interviewing in the public and private sector. Students participate in oral board, orientation, counseling, exit and performance appraisal simulations.

**MGT 291B Women in Management 3 (3,0,0,0)**

Topics include women in management, changing life styles of women and men in U.S. labor force, U.S. legislation affecting women, management styles, power and leadership, effective time management, motivation and supervision, decision making techniques and effective communication.

**MGT 294B Seminar in Management 3 (3,0,0,0)**

Analysis of the nature and problems in management. Focus is on planning, organizing, decision making and controlling through the study of recent relevant literature and selected cases. May be taken a maximum of three times.

## How to become a CSN Business Student

### **Step 1: Apply for Admission**

New students may [Apply for Admission Online](#) or visit the [Office of the Registrar](#) at the nearest campus. A \$5 one-time nonrefundable fee must be submitted with all applications.

International students may **ONLY** apply through the [International Center](#). A \$50 nonrefundable fee must be submitted with all international student applications.

### **Step 2: Transfer Credit Evaluation**

CSN accepts transfer credit from accredited institutions towards a degree and major offered at CSN. Students who have attended other accredited institutions ordinarily will be granted credit for previous college education. Credit is awarded for courses that are equivalent to CSN courses.

#### **TRANSFER CREDIT EVALUATION PROCEDURES:**

1. Request an official transcript be mailed directly to the Office of the Registrar using the [Prior College Transcript Request form](#).
2. Contact Office of the Registrar to confirm transcripts have been received.
3. Once all transcripts have been received, submit a [Transfer Credit Evaluation Request form](#) to the Office of the Registrar. (*Student must be admitted prior to evaluation*)
4. Please allow 6-8 weeks for the evaluation of your transcripts.

### **Step 3: Apply for Financial Aid**

All students are encouraged to apply for financial aid. You should complete the [FAFSA \(Free Application for Financial Aid\)](#) and [CSN Scholarship Application](#) as soon as possible. This is the first step to receive assistance for tuition, books, and supplies. Funds are limited and there may be fewer funds available for late applicants, although we continue to award aid throughout the

year. Aid is awarded on a first-come, first-serve basis. See [Financial Aid](#) for more information.

International students are not eligible for financial aid.

### **Step 4: Meet Academic Counselor**

You should know your program requirements before registering for courses and creating a schedule. Counselors and advisors help make registering at CSN faster and easier. They can assist you with selecting the correct classes, degree and certificate paths, and transferring to four-year schools.

You can visit the [Counseling Department](#) at any time or access counselors [through online chat](#). After meeting with one of our counselors/advisors, be sure to complete the [Declaration of Major form](#).

### **Step 5: Register for Classes**

Students must be admitted before registering for classes. It is recommended students use the [CSN Schedule Lookup](#) feature to choose the specific class(es) they would like to take. Write down the class numbers and have them handy as you perform your [Online Registration](#).

### **Step 6: Pay Tuition and Fees**

When students register for classes, it generates charges for [Tuition and Fees](#). Students may pay at the [Cashier's Office](#) or by credit card through [Online Registration](#). Remember to pay before the deadline date to avoid being purged from your class(es).

### **Step 7: Continuing Education**

Students interested in pursuing a bachelor degree upon graduation from CSN should meet with a transfer specialist. Popular Colleges and Universities, checklist, and helpful links can be found on the [Transfer Center](#) webpage.