

Business Management

CERTIFICATE OF ACHIEVEMENT (CoA)

REQUIRED CREDITS: 30

DEGREE CODE: BUSMGT-CT

DESCRIPTION

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

- Explain general business and management theories.
- Examine managerial and motivational management theories.
- Develop business and management skills for profit and nonprofit organizations.

PLEASE NOTE - The courses listed below may require a prerequisite or corequisite. Read course descriptions before registering for classes. All MATH and ENG courses numbered 01-99 must be completed before reaching 30 total college-level credits. No course under 100-level counts toward degree completion.

GENERAL EDUCATION REQUIREMENTS (3 CREDITS)

COMMUNICATIONS (3-5 credits)

COM 101, 102, 115, 215; ENG 100, 101, 102, 107, 113, 114, 205; JOUR 102; THTR 105

SPECIAL PROGRAM REQUIREMENTS (27 CREDITS)

ACC 201	Financial Accounting	3
BUS 101	Introduction to Business	3
BUS 108	Business Letters and Reports	3
BUS 273	Business Law I	3
IS 101	Introduction to Information Systems	3
MGT 103	Introduction to Small Business Management	3
MGT 201	Principles of Management	3
MGT 283	Introduction to Human Resources Management	3
MKT 210	Marketing Principles	3

Computation included in ACC 201

Human Relations included in MGT 103

FULL-TIME STUDENT DEGREE PLAN

Plan can be modified to fit the needs of part-time students by adding more semesters.

FIRST SEMESTER	Credits
Complete Communications (see courses this page)	3-5
BUS 101 Introduction to Business	3
BUS 108 Business Letters and Reports	3
IS 101 Introduction to Information Systems	3
TOTAL CREDITS	12-14

SECOND SEMESTER	Credits
ACC 201 Financial Accounting	3
BUS 273 Business Law I	3
MGT 201 Principles of Management	3
TOTAL CREDITS	9

THIRD SEMESTER	Credits
MGT 103 Introduction to Small Business Management	3
MGT 283 Introduction to Human Resources Management	3
MKT 210 Marketing Principles	3
TOTAL CREDITS	9

DEGREE PLAN TOTAL CREDITS..... **30-32**

- NOTE**
- Course numbers with the “B” suffix may be non-transferable for a NSHE baccalaureate degree.
 - Course numbers with the “H” suffix are designated Honors-level courses and can be used to fulfill equivalent general education requirements. For more information visit www.csn.edu/honors.
 - In no case, may one course be used to meet more than one requirement except for the Values and Diversity general education requirement (only AA, AS, and AB degrees) which may be used to fulfill the corresponding general education or emphasis requirement.
 - 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.

