

# **Marion Technical College**

## **Business Management**

### **Adult Student Accelerated Program**

Marion Technical College's Business Management Adult Student Accelerated Program (ASAP) offers students the opportunity to earn an Associate of Applied Business Degree by attending class just one evening per week, taking one course at a time. Qualified working adults can carry a full-time course load while meeting only one night per week on campus.

#### **Student Expectations**

Accelerated students are committing to a challenging program. The program requires minimum classroom time, extensive online learning, and independent study. Successful students in ASAP:

- **Make a personal commitment.** Make personal sacrifices necessary to earn a degree.
- **Attend all classes.** Arrive on time and remain through four-hours of class time.
- **Complete online coursework.** Utilize an Internet-based course management system and email.
- **Complete assignments.** Spend approximately twenty hours per week in self-directed learning.

#### **Admission Requirements**

The Business Management ASAP is a limited enrollment program. To be admitted, a student must meet the following requirements:

1. Complete an Application for Admission (including \$20 Application fee).
2. Complete the Adult Student Accelerated Program (ASAP) Application.
  - Document two years of full-time work experience.
  - Submit a commitment essay detailing personal goals for pursuing this program.
3. Provide official transcripts—required to have a 2.5/4.00 overall grade point average.
  - Official high school transcript or GED results.
  - Official college transcript(s), if applicable.
4. Complete the Basic Skills Assessment (COMPASS ) with placement into English Composition (ENG 1090A), Business Math (BUS1100A), and a college reading level - **or** - successfully complete any required brush-up courses prior to beginning the accelerated program.
5. Pass the Technology Skills Test (TST) or completion of Computer Basics (OIS1200A) prior to beginning the accelerated program.
6. Participate in an Adult Student Accelerated Program (ASAP) interview, which will be scheduled with applicants who have submitted the criteria listed above **by August 4, 2008**.

## Curriculum Outline

The following list is the sequence of courses required for the degree. Classes are offered consecutively, vary in length, and do not follow the regular college quarter system. Classes meet for a single four-hour session once per week.

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>	<b>Classes</b>
OIS1240A	Computer Applications I	4	4
ENG1090A	English Composition I	4	4
ENG1100A	English Composition II	2	3
MGT 400A	Introduction to Management	4	4
OIS1260A	PowerPoint	2	2
ENG 160A	Oral Communications	4	4
MGT1430A	Customer Relationship Management	2	3
BUS1100A	Business Mathematics	4	4
BUS2100A	Business Ethics	4	4
MGT2410A	Organizational Behavior	4	4
MTH1010A	Business Algebra	2	3
ECN2000A	Microeconomics	4	4
MKT2030A	Principles of Marketing	4	4
ACC1300A	Financial Accounting I	5	4
ACC1310A	Financial Accounting II	5	4
HSS2100A	Dealing with Diversity	4	4
BUS2150A	Legal Environment of Business	5	5
MGT2210A	Human Resource Management	4	4
ENG 140A	Business Communications	4	4
PSY1120A	General Psychology	5	5
ACC2700A	Managerial Accounting	4	6
MGT2450A	Leadership	4	4
OIS1250A	Computer Applications II	4	4
MGT2400A	Training and Workforce Development	4	4
MGT2510A	Project Management	4	4
MGT2010A	International Business	4	4
MGT2500A	Entrepreneurship and Small Business	4	4
	<b>Total Credits</b>	104	

## IS THE BUSINESS MANAGEMENT ASAP RIGHT FOR ME?

This survey is designed to help you decide if ASAP would fit your learning needs and personal circumstances. While this survey does not guarantee your success, it should give you a good idea of the skills and work behaviors you need to complete a degree in an accelerated format.

1. I am considering ASAP:
  - a. Because the flexibility fits into my schedule.
  - b. Because traditional courses do not fit into my busy schedule.
  - c. Because I can never get to my on-campus classes.
  
2. As a learner, I would classify myself as being a:
  - a. Highly independent student.
  - b. Somewhat independent student.
  - c. Dependent student.
  
3. Feeling that I am part of a learning team is:
  - a. Very important to me.
  - b. Somewhat important to me.
  - c. Not particularly necessary for me.
  
4. I would characterize myself as someone who:
  - a. Gets things done ahead of time.
  - b. Needs reminding to get things done on time.
  - c. Procrastinates.
  
5. Lectures and in-class activities are:
  - a. Always helpful to me.
  - b. Sometimes helpful to me.
  - a. Rarely helpful to me.
  
6. When an instructor hands out directions for an assignment, I prefer:
  - a. Figuring out the instructions myself.
  - b. Trying to follow the instructions on my own, then asking for help, if needed.
  - c. Having the instructions explained to me.
  
7. Considering my professional and personal schedule, I have:
  - a. 20-24 hours a week for accelerated coursework.
  - b. 9-19 hours a week for accelerated coursework.
  - c. less than 9 hours a week for accelerated coursework.
  
8. As a reader, I would classify myself as:
  - a. Good – I usually understand the text and other written materials without help.
  - b. Average – I sometimes need help to understand the text or other written materials.
  - c. Needing help to understand the text or other written materials.

9. In doing homework:

- a. I can often do it with little or no additional help.
- b. I sometimes require tutoring or additional help.
- c. I rarely finish without help.

10. I regularly meet assignment deadlines:

- a. On time.
- b. At the last minute.
- c. Past the deadline.

SCORING—Add 3 points for each “A” that you checked, 2 for each “B”, and 1 for each “C.”

- If you scored 20 or more, you are probably suited for an accelerated program. You are an independent learner who doesn’t need constant supervision, and you have the self-discipline to complete tasks on time.
- If you scored from 10 to 20, you probably need to think carefully about signing up for an accelerated program. If you decide to begin the accelerated program, please realize that you will probably have to adjust your learning strategies to maximize your potential for success.
- If you scored from 0 to 10, an accelerated program currently may not be the best alternative for you. Consider applying to a traditional college program.

This questionnaire is adapted from Center for Independent Learning and Distance Learning, Austin Community College.

