

Application Process

Limited Enrollment

1. MTC Application for Admission and non-refundable 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 2.50/4.00 overall grade point average.
 - Official high school transcript or GED results.
 - Official college transcript(s), if applicable.
4. Complete the Placement Assessment - **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 (OIS1200) prior to beginning the accelerated program.
 - Any ASAP applicant who needs foundation courses (reading, writing, math) based on COMPASS placement test, must successfully complete these courses before the ASAP begins.
6. Participate in an Adult Student Accelerated Program (ASAP) interview, which will be scheduled with applicants who meet the criteria listed above.

To Learn More Visit

www.mtc.edu/business/busmanqtasap.html

The Program - Business Management (ASAP)

The **MTC Business Management Adult Student Accelerated Program (ASAP)** offers a unique way for working adults to fit earning a college degree into their busy lives. By attending class one evening per week and taking two online courses, students can earn an associate degree in Business Management. Between weekly classes, students complete coursework online, on their own schedule. The curriculum is taught one course at a time in an interactive, team-based learning environment. This program enables students to connect with their peers and establish a network of friends who provide support throughout the degree program.

What Will It Take To Succeed?

To be successful, a student must make a personal commitment to attend each weekly class, work independently between class sessions, and complete all assignments on time.

Students in the Business Management ASAP will learn to ...

- Identify and apply strategies managers can use to improve employee performance.
- Demonstrate skills necessary for effective participation in or leadership of workplace teams.
- Use technology to develop, analyze, and effectively communicate information related to a project, a process, or to conduct training.
- Understand legal requirements and ethical considerations pertaining to organizations.
- Use formal problem-solving approaches to solve ethical dilemmas, customer concerns, and business problems.
- Apply business concepts to create a business plan incorporating financial, management, and marketing components.
- Develop a marketing plan incorporating new product ideas and strategies.
- Effectively communicate with diverse groups of stakeholders in both written and oral forms.
- Apply methods to effectively organize work, manage time, and establish priorities.
- Apply strategies to attract and retain the best talent for organizations.
- Use leadership theory to develop best practices of leading employees.

Career Opportunities

Office Manager	Sales Manager
Bank Manager	First-line Supervisor
Assistant Manager	Project Coordinator
Marketing Supervisor	

Check out more careers choices at Career Coach. <https://mtc.emsicareercoach.com/>

Degree Received Associate of Applied Business

Mixture of core business, communications, management, and IT courses; program is completed by attending class one evening per week, one course at a time, in an accelerated format.

The U.S. Department of Labor, Bureau of Labor Statistics, *Occupational Outlook Handbook* is a useful tool for career research on a variety of management, marketing, and human resources positions. <http://www.bls.gov/oco/oco1001.htm>

The Small Business Administration is an excellent source of information for anyone contemplating going into business. <http://www.sba.gov>

BUSINESS MANAGEMENT TECHNOLOGY

● ASAP ●

*Associate of Applied Business Degree
(Effective Academic Year 2017-18)*

Course No	Course Title	Credits	OTM, TAG, CT ² approved course	Term(s) Offered	Pre-Requisites
FIRST SEMESTER (Spring)					
MGT 1400	Introduction to Management	3		All	None
OIS 1240	Computer Applications	3		All	Placement or OIS1200
MTH 1230	Quantitative Reasoning, OR	3		All	Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0930
<i>BUS 1100</i>	<i>Business Math (3)</i>			All	<i>Placement or OIS1240 or concurrent</i>
SECOND SEMESTER (Summer)					
ENG 1000	English Composition I	3	X	All	Placement and OIS1240/concurrent
ENG 1100	English Composition II	3	X	All	ENG1000
THIRD SEMESTER (Fall)					
OIS 1340	Excel Advanced	3		SP	OIS1240 & Placement or MTH0910
MGT 2410	Organizational Behavior	3		SP	MGT1400
BUS 2150	Legal Environment of Business	3	X	FA, SP	None
PSY 1100	General Psychology	3	X	All	None
FOURTH SEMESTER (Spring)					
ECN 2000	Microeconomics	3	X	All	None
ENG 1200	Business Communications	3	X	All	ENG1000
MGT 2510	Project Management	3		FA	OIS1240
FIFTH SEMESTER (Summer)					
ENG 1400	Oral Communications	3	X	All	None
ACC 1400	Financial Accounting	4	X	FA, SP	Placement or OIS1200, Placement or MTH0910
SIXTH SEMESTER (Fall)					
MGT 2210	Human Resource Management	3		FA	MGT1400 or Concurrent
ACC 1700	Managerial Accounting	4	X	SP	ACC1400
MKT 2030	Principles of Marketing	3	X	FA, SP	OIS1240 or concurrent, & ECN2000 recommended
SEVENTH SEMESTER (Spring)					
BUS 2100	Ethics	3		All	Placement or ENG0990
MGT 2540	Leadership	3		FA	MGT1400
MGT 2500	Entrepreneurship & Small Business	3		SP	MGT1400, MKT2030, ACC1400

Credit Hour Total 62