

## **BUSINESS TECHNOLOGIES**

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## **Associate of Applied Business Degrees**

Accounting

Business Management

- Adult Student Accelerated Program (ASAP) Business Management
- Marketing Management Major (Business Management)
- Human Resource Management Option (Business Management)

## **Associate of Technical Study Degrees**

Individually Planned ATS - Business  
(special application required)

## **Certificates**

Business Management

## **Additional Offerings**

University Transfer - Business

Undecided - Business

## **COOPERATIVE EDUCATION**

Marion Technical College believes that maximum benefit is derived from integrating cooperative education (workplace) experiences into academic programs. Securing co-op employment that is related to the student's academic program is an ideal method for bringing classroom and lab experiences "to life." Business Technologies programs at MTC include a co-op experience.

The Co-op Program was established based upon need for graduates to have practical experience in the work environment as identified through assessment of advisory committees. These committees are comprised of area and regional employers whose input helps shape MTC's program and course development.

## BUSINESS TECHNOLOGIES

### Program

#### Accounting

Prepare, analyze, and verify financial records; maintain systematic records utilizing computerized data management systems.

#### Degree

Associate of Applied Business

Two-year full-time degree schedule; mixture of core business, communications, and IT courses; program can be completed on a part-time basis.

#### Projections

##### U.S. Department of Labor

Labor data predicts a national growth rate of up to 8 percent for accounting-related business fields through the year 2014; Ohio predicts a more than 21 percent growth trend in accounts reconciliation clerk positions, nearly 9 percent growth in purchasing, 18 percent growth in financial planning and analysis, and more than 14 percent growth for accountant and auditor positions for the same time period. Advances in information technology will cause many of the "job definitions" within the field of accounting to change in just the next few years.

#### Career

Accounts Receivable  
Accounts Receivable/Payable Clerk  
Assistant School Treasurer  
Auditor  
Bank Management Trainee  
Billing Specialist  
Bookkeeper  
Budget Accountant  
Collections Worker  
Financial Analyst  
Inventory Clerk  
Loan Officer Trainee  
Payroll Clerk  
Tax Preparer

## STUDENT LEARNING OUTCOMES

### What am I expected to learn?

- prepare financial reports
- compare and use financial statements for decision-making purposes
- identify, analyze, and summarize financial data
- prepare budgets and forecasts for financial decisions
- explain the purpose and standards for an independent audit
- apply generally-accepted accounting principles, concepts, methods, and processes that provide for the accuracy and integrity of financial data
- prepare individual and corporate federal, state, and local income tax returns and reports
- demonstrate an understanding of fund accounting procedures
- establish and maintain internal control systems
- exhibit ethical behavior in performing accounting functions
- analyze and utilize cost information for job order and process cost control

- evaluate business problems and apply software applications to record, analyze, and present information
- demonstrate an understanding of business and commercial law
- use business mathematics to solve problems
- write and speak clearly and effectively using standard English
- identify the basic economic principles of a modern economy
- prepare and deliver effective oral presentations

#### Note

Second year evening accounting courses alternate from year to year. See your academic advisor to confirm the schedule.

#### Admission

##### Standard

1. MTC Application for Admission and nonrefundable applicable fee.
2. Final high school transcript (or GED results) and college transcripts (if applicable).
3. Successful completion of the Basic Skills Assessment (COMPASS) and Technology Skills Test is required. Any College Foundation courses suggested by COMPASS results are highly recommended.

# Accounting Technology

## Associate of Applied Business Degree

Course No	Course Title	Quarter Credit Hours		Term(s) Offered	Pre-Requisites
<b>FIRST QUARTER (Fall 2011)</b>					
ACC 1400A	Financial Accounting I	6		F, W	Compass or MTH0970A
MGT 1400A	Introduction to Management	4		All	None
OIS 1240A	Computer Applications I	4		All	OIS1200A or TST
BUS 1100A	Business Mathematics	4		All	Compass or MTH0970A
<i>Term Total</i>		18			
<b>SECOND QUARTER (Winter 2012)</b>					
ENG 1090A	English Composition I	4		All	ACT or Compass and OIS1240A or concurrent
ACC 1410A	Financial Accounting II	4		W, Sp	ACC1400A
MTH 1010A	Business Algebra	2		W, Sp	BUS1100A or Compass
ECN 2000A	Microeconomics [OR]	4		W, Sp	None
ECN 2100A	Macroeconomics (4)		W, Sp	None	
<i>Term Total</i>		14			
<b>THIRD QUARTER (Spring 2012)</b>					
ENG 1100A	English Composition II	2		All	ENG1090A
ACC 2000A	Microcomputer Applications in Accounting	4		Sp	ACC1400A, OIS1240A
ENG 1160A	Oral Communications	4		All	None
BUS 2150A	Legal Environment of Business	5		All	None
BUS 2890A	Cooperative Education Preparation	2		F, W, Sp	ENG1090A & 16 hours of coursework
<i>Term Total</i>		17			
<i>Total Quarter Hrs - 1st year</i>		49			
<b>FOURTH SEMESTER (Fall 2012)</b>					
Course No			Semester Credit Hours	Term(s) Offered	Pre-Requisites
ACC 2210	Intermediate Accounting I		3	F	ACC1400 or ACC1410A
ACC 2400	Auditing		3	F	ACC1400 or ACC1410A
ENG 1200	Business Communications		3	Sp	ENG1000
BUS 2900	Cooperative Education Experience		2	All	BUS2800 or BUS2890A
BUS 2100	Ethics		3	F, Sp	None
ACC 2500	Non-profit Organizational Accounting		3	F	ACC1400 or ACC1410A
<i>Term Total</i>			17		
<b>FIFTH SEMESTER (Spring 2013)</b>					
ACC 2220	Intermediate Accounting II		3	Sp	ACC2210 or ACC2210A
FIN 2100	Corporate Financial Management		3	Sp	ACC1400, BUS1100
ACC 1700	Managerial Accounting		4	Sp	ACC1400, BUS1100
ACC 2300	Federal Taxation		3	Sp	ACC1400 or ACC1410A
ACC 2600	Payroll Accounting		1	Sp	ACC1400 or ACC1410A
ACC 2750	ACAT Certification Preparation		3	Sp	ACC2300, ACC2400 & ACC2220, ACC1700, BUS2150 or approval
<i>Term Total</i>			17		
<i>Total Semester Hrs - 2nd year</i>			34		

## **BUSINESS TECHNOLOGIES**

### **Program**

#### **Business Management**

Develop and execute business plans and strategies while optimizing and positioning resources to face changing marketplace challenges.

### **Degree**

#### **Associate of Applied Business**

Two-year full-time degree schedule; mixture of core business, communications, management, and IT courses; program can be completed on a part-time basis.

### **Careers**

Office Manager  
Private Business Consultant  
Sales Manager  
Loan Officer  
First-line Supervisor  
Assistant Manager  
Project Manager  
Insurance Representative  
Marketing Supervisor

## **STUDENT LEARNING OUTCOMES**

### **What am I expected to learn?**

- apply interviewing skills to employ and leadership skills to train, supervise, evaluate, and motivate employees
- apply administrative skills to effectively organize work, manage time, and set priorities
- effectively use interpersonal skills to lead and manage a diverse group of people
- use appropriate computer software to solve business problems and to create documents that enhance effective communications
- use the problem-solving method to solve ethical dilemmas, customer concerns, and business problems
- use technology to develop and effectively communicate information related to a project, a process, or to conduct training
- apply business concepts to create a business plan incorporating financial, marketing, and management strategies
- develop a marketing plan incorporating new product ideas and strategies
- demonstrate methods for effectively leading a workplace team, and for being an effective team member

### **Admission**

#### **Standard**

1. MTC Application for Admission and nonrefundable applicable fee.
2. Final high school transcript (or GED results) and college transcripts (if applicable).
3. Successful completion of the Basic Skills Assessment (COMPASS) and Technology Skills Test is required. Any College foundation courses suggested by COMPASS results are highly recommended.

# Business Management Technology

## Associate of Applied Business Degree

Course No	Course Title	Quarter Credit Hours		Term(s) Offered	Pre-Requisites
<b>FIRST QUARTER (Fall 2011)</b>					
MGT 1400A	Introduction to Management	4		All	None
ENG 1090A	English Composition I	4		All	ACT or Compass and OIS1240A or concurrent
BUS 2150A	Legal Environment of Business	5		All	None
OIS 1240A	Computer Applications I	4		All	OIS1200A or TST
<i>Term Total</i>		17			
<b>SECOND QUARTER (Winter 2012)</b>					
ENG 1100A	English Composition II	2		All	ENG1090A
ECN 2000A	Microeconomics [OR]	4		W, Sp	None
ECN 2010A	Macroeconomics (4)	4		W, Sp	None
ACC 1400A	Financial Accounting I	6		F, W	Compass or MTH0970A
Elective	Technical Elective	4		F	See specific course listings
<i>Term Total</i>		16			
<b>THIRD QUARTER (Spring 2012)</b>					
BUS 2100A	Ethics	4		W, Sp	None
ACC 1410A	Financial Accounting II	4		W, Sp	ACC1400A
MKT 2030A	Principles of Marketing	4		F, W	OIS1240A or concurrent, & ECN2000A recommended
MGT 2010A	International Business	4		Sp	None
<i>Term Total</i>		16			
<i>Total Quarter Hrs - 1st year</i>		49			
<b>Course No</b>	<b>FOURTH SEMESTER (Fall 2012)</b>		<b>Semester Credit Hours</b>	<b>Term(s) Offered</b>	<b>Pre-Requisites</b>
MGT 2210	Human Resource Management		3	F	None
BUS 1100	Business Mathematics		3	All	Compass or MTH0980
ENG 1400	Oral Communications		4	All	None
BUS 2800	Cooperative Education Preparation		1	F, Sp	ENG1000 & 16 hours of coursework
PSY 1100	General Psychology [OR]		3	All	None
SOC 1200	Sociology (3)		3	All	None
<i>Term Total</i>			14		
<b>FIFTH SEMESTER (Spring 2013)</b>					
BUS 1150	Statistics [OR]		4	Sp	Compass or BUS1100 & OIS1240
ACC 1700	Managerial Accounting (4)		4	F	
BUS 2900	Cooperative Education Experience		2	All	BUS2800
ENG 1200	Business Communications		3	F, Sp	ENG1000
MGT 2500	Entrepreneurship and Small Business		3	Sp	MGT2410, MKT2030, ACC1400
MGT 2410	Organizational Behavior [OR]		3	Sp	MGT1400
MGT 2540	Leadership (3)		3	W	MGT1400
<i>Term Total</i>			15		
<i>Total Semester Hrs - 2nd year</i>			29		
(Students who complete MTC's Real Estate Sales Courses may substitute the Real Estate courses (12 credits) for BUS2100A Ethics, MGT2010A International Business, and the Technical Elective (MGT/MKT/REA) in the Business Management program.)					

## BUSINESS TECHNOLOGIES

### Program

#### Business Management (ASAP)

The **MTC Business Management Adult Student Accelerated Program (ASAP)** offers a new and unique way for working adults to fit earning a college degree into their busy lives. By attending class one evening per week, 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. Develop and execute business plans and strategies while optimizing and positioning resources to face changing marketplace challenges.

### Degree

#### 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.

### Careers

Assistant Manager  
First-line Supervisor  
Loan Officer  
Insurance Representative  
Office Manager  
Project Manager  
Private Business Consultant  
Sales Manager

## STUDENT LEARNING OUTCOMES

### What am I expected to learn?

- apply interviewing skills to employ and leadership skills to train, supervise, evaluate, and motivate employees
- apply administrative skills to effectively organize work, manage time, and set priorities
- effectively use interpersonal skills to lead and manage a diverse group of people
- use appropriate computer software to solve business problems and to create documents that enhance effective communications
- use the problem-solving method to solve ethical dilemmas, customer concerns, and business problems
- use technology to develop and effectively communicate information related to a project, a process, or to conduct training
- apply business concepts to create a business plan incorporating financial, marketing, and management strategies
- develop a marketing and/or sales plan incorporating new product ideas and strategies
- demonstrate methods for effectively leading a workplace team, and for being an effective team member
- use leadership theory and practice to develop a personal theory of leadership

## Admission

### 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 2.5/4.00 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 (ENG1090A), 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.

Any ASAP applicant who needs foundation courses (reading, writing, math) based on COMPASS placement test, must successfully complete these courses before the ASAP begins. Students are encouraged to take the required foundation courses during the spring term.
6. Participate in an Adult Student Accelerated Program (ASAP) interview, which will be scheduled with all applicants who have submitted the criteria listed above.

# Business Management Technology [Adult Student Accelerated Program]

Associate of Applied Business Degree

Course No	Course Title	Quarter Credit Hours		Term(s) Offered	Pre-Requisites
<b>FIRST QUARTER (Fall 2011)</b>					
ENG 1160A	Oral Communications	4		All	None
OIS 1240A	Computer Applications I	4		All	OIS1200A or TST
ENG 1090A	English Composition I	4		All	ACT or Compass and OIS1240A or concurrent
ENG 1100A	English Composition II	2		All	ENG1090A
<i>Term Total</i>		14			
<b>SECOND QUARTER (Winter 2012)</b>					
MGT 1400A	Introduction to Management	4		All	None
BUS 2100A	Ethics	4		All	None
MGT2010A	International Business	4		Sp	None
<i>Term Total</i>		12			
<b>THIRD QUARTER (Spring 2012)</b>					
BUS 2150A	Legal Environment of Business	4		All	None
OIS 1260A	PowerPoint	2		Sp	OIS1240A
PSY 1120A	General Psychology	5		All	None
<i>Term Total</i>		12			
<b>FOURTH QUARTER (Summer 2012)</b>					
ECN 2000A	Microeconomics	4		W, Sp	None
MKT 2030A	Principles of Marketing	4		F, W	OIS1240A or concurrent & ECN2000A recommended
<i>Term Total</i>		8			
<i>Total Quarter Hrs - 1st year</i>		46			
Course No	<b>FIFTH SEMESTER (Fall 2012)</b>		Semester Credit Hours	Term(s) Offered	Pre-Requisites
BUS 1100	Business Mathematics		3	All	COMPASS or MTH097
ACC 1400	Financial Accounting		4	F, Sp	COMPASS or MTH097
ENG 1200	Business Communications		3	Sp	ENG1000
<i>Term Total</i>			10		
<b>SIXTH SEMESTER (Spring 2013)</b>					
MGT 2210	Human Resource Management		3	F	None
OIS 1340	Excel Advanced		3	Sp	OIS1240
ACC 1700	Managerial Accounting		4	Sp	ACC1400, BUS1100
MGT 2020	Hiring and Training		3	Sp	MGT1400
<i>Term Total</i>			13		
<b>SEVENTH SEMESTER (Fall 2013)</b>					
MGT 2410	Organizational Behavior		3	SP	MGT1400
MGT 2510	Project Management		3	F	MGT1400, OIS1240
MGT 2540	Leadership		3	W	MGT1400
MGT 2500	Entrepreneurship and Small Business		3	Sp	MGT2410, MKT2030, ACC1400
<i>Term Total</i>			12		
<i>Total Semester Hrs - 2nd year</i>			35		

## BUSINESS TECHNOLOGIES

### Program

#### Business Management (Marketing Management Major)

Coordinate various sales and promotional activities that help a business or organization take advantage of opportunities that assist in maintaining a competitive edge; utilize Internet and other computer technology to accomplish business growth.

### Degree

#### Associate of Applied Business

Two-year full-time degree schedule; mixture of core marketing and business courses along with basic IT skills; program can be completed on a part-time basis.

### Projections

#### U.S. Department of Labor

National data sources are projecting a more than 18 percent increase in job opportunities for this management sector through the year 2014; Ohio expects an approximate 13 percent increase through 2012.

### Careers

Advertising Account Representative  
Assistant Buyer  
Customer Service Supervisor  
Market Research Assistant  
Management Trainee  
Marketing Supervisor  
Public Relations Assistant  
Sales Manager  
Web Designer

## STUDENT LEARNING OUTCOMES

### What am I expected to learn?

- demonstrate knowledge of the issues and environmental factors involved in making marketing decisions
- apply administrative skills to effectively organize work, manage time, and set priorities
- effectively use interpersonal skills to communicate and work with a diverse group of people
- use appropriate computer software to solve business problems and to create documents that enhance effective communications
- use the problem-solving method to solve ethical dilemmas, customer concerns, and business problems
- use technology to develop and effectively communicate information related to a project or marketing plan
- develop a marketing plan incorporating new product ideas and strategies
- utilize the steps in the sales process to prepare an effective sales presentation
- develop a public relations plan
- using real-world situations conduct market research and incorporate the information into the development of marketing strategies, including “what-if” analyses

### Note

Second-year marketing courses alternate between an **ALL-DAY** and **ALL-EVENING** schedule. See your academic advisor to confirm the schedule.

### Admission

#### Standard

1. MTC Application for Admission and nonrefundable applicable fee.
2. Final high school transcript (or GED results) and college transcripts (if applicable).
3. Successful completion of the Basic Skills Assessment (COMPASS) and Technology Skills Test is required. Any College Foundation courses suggested by COMPASS results are highly recommended.

## Business Management Technology (Marketing Management Major)

Associate of Applied Business Degree

Course No	Course Title	Quarter Credit Hours		Term(s) Offered	Pre-Requisites
<b>FIRST QUARTER (Fall 2011)</b>					
MGT 1400A	Introduction to Management	4		F, Sp	None
BUS 2150A	Legal Environment of Business	5		All	None
ENG 1090A	English Composition I	4		All	ACT or placement test and OIS1240A or concurrent or examination
OIS 1240A	Computer Applications I	4		All	OIS1200A or TST
<i>Term Total</i>		17			
<b>SECOND QUARTER (Winter 2012)</b>					
BUS 2100A	Ethics	4		W, Sp	None
ACC 1400A	Financial Accounting I	6		All	Compass or MTH0970A
ENG 1100A	English Composition II	2		All	ENG1090A
MKT 2030A	Principles of Marketing	4		F, W	OIS1240A or concurrent, & ECN2000A recommended
<i>Term Total</i>		16			
<b>THIRD QUARTER (Spring 2012)</b>					
ACC 1410A	Financial Accounting II	4		W, Sp	ACC1400A
ECN 2000A	Microeconomics [OR]	4		W, Sp	None
ECN 2010A	Macroeconomics (4)	4		W, Sp	None
Elective	Non-Technical Elective	4		Sp	See specific course listings
MGT 2010A	International Business	4		Sp	None
<i>Term Total</i>		16			
<i>Total Quarter Hrs - 1st year</i>		49			
Course No	<b>FOURTH SEMESTER (Fall 2012)</b>		Semester Credit Hours	Term(s) Offered	Pre-Requisites
MGT 2210	Human Resource Management [OR]		3	F	None
MGT 2410	Organizational Behavior (3)			F	MGT1400
Elective	Technical Elective		3	F	See specific course listings
MKT 2150	Principles of Advertising and Promotion		3	F	MKT2030 or concurrent
BUS 1100	Business Mathematics		3	All	Compass or MTH0980
BUS 2800	Cooperative Education Preparation		1	F, Sp	ENG1000 & 16 hours of coursework
ENG 1400	Oral Communications		3	All	None
<i>Term Total</i>			16		
<b>FIFTH SEMESTER (Spring 2013)</b>					
MKT 2200	Public Relations		3	Sp	MKT2030 or concurrent
BUS 2900	Cooperative Education Experience		2	All	BUS2800
OIS 1500	Web Page Authoring I		3	Sp	OIS1240
ENG 1200	Business Communications		3	F, Sp	ENG1000
PSY 1100	General Psychology [OR]		3	All	None
SOC 1200	Sociology (3)			All	None
MKT 2250	Market Research in Consumer Behavior		3	Sp	MKT2030 or concurrent
<i>Term Total</i>			17		
<i>Total Semester Hrs - 2nd year</i>			33		

## **BUSINESS TECHNOLOGIES**

### **Program**

#### **Business Management**

##### **(Human Resource Management Option)**

Work with employees to fairly administer compensation and benefits, coordinate recruitment and training activities, and assure state and federal law compliance.

### **Degree**

#### **Associate of Applied Business**

Two-year full-time degree schedule; mixture of core business courses with emphasis on management in a variety of organizational settings; program can be completed on a part-time basis.

### **Careers**

Benefits Specialist

Employment Specialist

Human Resource Generalist

Human Resource Assistant

Payroll Specialist

Training Coordinator

## **STUDENT LEARNING OUTCOMES**

### **What am I expected to learn?**

- apply interviewing skills to employ and leadership skills to train, supervise, evaluate, and motivate employees
- identify strategies to improve employee performance
- understand the processes and procedures involved in performance appraisal systems
- apply management principles to effectively organize work, manage time, and set priorities
- effectively use interpersonal skills to communicate and work with a diverse group of people
- use appropriate computer software to solve business problems and to create documents that enhance effective communications
- use the problem-solving method to solve ethical dilemmas, employee concerns, and business problems
- use technology to develop and effectively communicate information related to a project or employee training
- collect job analysis information and use this to design a job description and specification document
- demonstrate knowledge of current legal issues regarding employee relations
- use payroll processing software to prepare a payroll, file appropriate monthly and quarterly tax forms, and complete year-end payroll statements

### **Admission**

#### **Standard**

1. MTC Application for Admission and nonrefundable applicable fee.
2. Final high school transcript (or GED results) and college transcripts (if applicable).
3. Successful completion of the Basic Skills Assessment (COMPASS) and Technology Skills Test is required. Any College Foundation courses suggested by COMPASS results are highly recommended.

# Business Management Technology (Human Resource Management Option)

Associate of Applied Business Degree

Course No	Course Title	Quarter Credit Hours		Term(s) Offered	Pre-Requisites
<b>FIRST QUARTER (Fall 2011)</b>					
MGT 1400A	Introduction to Management	4		All	None
ENG 1090A	English Composition I	4		All	ACT or Compass and OIS1240A or concurrent
BUS 2150A	Legal Environment of Business	5		All	None
OIS 1240A	Computer Applications I	4		All	OIS1200A or TST
<i>Term Total</i>		17			
<b>SECOND QUARTER (Winter 2012)</b>					
ACC 1400A	Financial Accounting I	6		F, Sp	Compass or MTH0970A
MKT 2030A	Principles of Marketing	4		F, Sp	OIS1240A or concurrent, & ECN2000A recommended
OIS 1250A	Computer Applications II	4		F, W, Sp	OIS1240A
ECN 2000A	Microeconomics [OR]	4		W, Sp	None
ECN 2010A	Macroeconomics (4)			W, Sp	None
<i>Term Total</i>		18			
<b>THIRD QUARTER (Spring 2012)</b>					
BUS 2100A	Ethics	4		W, Sp	None
Elective	Technical Elective	Elective		Sp	See specific course listings
ENG 1160A	Oral Communication	4		All	None
ACC 1410A	Financial Accounting II	4		W, Sp	ACC1400A
<i>Term Total</i>		16			
<i>Total Quarter Hrs - 1st year</i>		51			
Course No	<b>FOURTH SEMESTER (Fall 2012)</b>		Semester Credit Hours	Term(s) Offered	Pre-Requisites
ENG 1100	English Composition II		3	All	ENG1000
MGT 2210	Human Resource Management		3	F	None
HSS 2020	Ethnic and Cultural Diversity		3	F, Sp	None
BUS 1100	Business Mathematics		3	All	Compass or MTH0980
BUS 2800	Cooperative Education Preparation		1	F, Sp	ENG1000 & 16 hours of coursework
PSY 1100	General Psychology [OR]		3	All	None
SOC 1200	Sociology (3)			All	None
<i>Term Total</i>			16		
<b>FIFTH SEMESTER (Spring 2013)</b>					
MKT 2200	Public Relations		3	Sp	MKT2030 or concurrent
BUS 2900	Cooperative Education Experience		2	All	BUS2800
ACC 2600	Payroll Accounting		1	Sp	ACC1300
ENG 1200	Business Communications		3	F, Sp	ENG1000
MGT 2220	Hiring and Training		3	Sp	MGT1400
MGT 2410	Organizational Behavior		3	Sp	MGT1400
BUS 1150	Statistics		4	Sp	Compass or BUS1100 and OIS1240
<i>Term Total</i>			19		
<i>Total Semester Hrs - 2nd year</i>			35		

## **BUSINESS TECHNOLOGIES**

### **Program**

#### **Business Management**

Provide business support services to managers, utilizing concepts of accounting, personnel and resource management, awareness of consumer behavior, and business planning.

### **Credential**

#### **Certificate**

Three term curriculum comprised of established core courses that provide direct training for a specific occupational competency; mixture of studies in communications, business, and basic Microsoft® applications.

## **STUDENT LEARNING OUTCOMES**

### **What am I expected to learn?**

- apply interviewing skills to employ and leadership skills to train, supervise, evaluate, and motivate employees
- apply administrative skills to effectively organize work, manage time, and set priorities
- effectively use interpersonal skills to lead and manage a diverse group of people

- demonstrate the use of the steps in the sales process and prepare an effective sales presentation
- use appropriate computer software to solve business problems and to create documents that enhance effective communications
- use the problem-solving method to solve ethical dilemmas, customer concerns, and business problems
- develop a marketing and/or sales plan incorporating new product ideas and strategies
- demonstrate methods for effectively leading a workplace team, and for being an effective team member

### **Admission**

#### **Standard**

1. MTC Application for Admission and nonrefundable applicable fee.
2. Final high school transcript (or GED results) and college transcripts (if applicable).
3. Successful completion of the Basic Skills Assessment (COMPASS) and Technology Skills Test is required. Any College Foundation courses suggested by COMPASS results are highly recommended.

# BUSINESS MANAGEMENT

## One-Year Technical Certificate

Course No	Course Title	Quarter Credit Hours		Terms Offered	Pre-Requisites
<b>FIRST QUARTER</b> (Fall 2011)					
ACC 1400A	Financial Accounting I	6		F, W	COMPASS or MTH0970A
MGT 1400A	Introduction to Management	4		All	None
MGT 2210A	Human Resource Management	4		F	None
OIS 1240A	Computer Applications I	4		All	OIS1200A or TST <sup>2</sup>
<i>Term Total</i>		18			
<b>SECOND QUARTER</b> (Winter 2012)					
BUS 2150A	Legal Environment of Business	5		All	None
ENG 1090A	English Composition I	4		All	ACT or placement test and OIS1240A or conc or exam
MKT 2030A	Principles of Marketing	4		F, W	OIS1240A or concurrent, & ECN2000A or approval
ECN 2000A	Microeconomics [OR]	4		W, Sp	None
ECN 2100A	Macroeconomics		W, Sp	None	
<i>Term Total</i>		17			
<b>THIRD QUARTER</b> (Spring 2012)					
BUS 2100A	Ethics	4		W, Sp	None
ENG 1100A	English Composition II	4		All	ENG1090A
MGT 2410A	Organizational Behavior	4		Sp	MGT1400A or approval
BUS 1100A	Business Mathematics	4		All	COMPASS or MTH0970A
<i>Term Total</i>		16			
<i>Total Quarter Credit Hrs</i>		51			

<sup>2</sup> TST = Technology Skills Test

## BUSINESS TECHNOLOGIES

### Real Estate Sales Courses

By attending class two evenings per week, students can complete Real Estate Sales courses in just 15 weeks.

Becoming a licensed **Real Estate Salesperson in the State of Ohio** requires completing required coursework, meeting contract hour requirements, and passing the Real Estate Salesperson examination.

### Careers

Agent Assistant, Real Estate Agent/Broker, Broker Specialist, Real Estate Sales Specialist, Property Manager, Title Researcher

## STUDENT LEARNING OUTCOMES

### What am I expected to learn?

- demonstrate knowledge of the issues and environmental factors involved in making real estate decisions
- apply administrative skills to effectively organize work, manage time, and set priorities
- effectively use interpersonal skills to communicate with a diverse group of people
- use appropriate computer software to solve business problems and to create documents that enhance effective communications
- use the problem-solving method to solve ethical dilemmas, customer concerns, and business problems
- use technology to develop and effectively communicate information related to a project or marketing plan
- develop a marketing plan incorporating new product ideas and strategies

- develop a public relations plan
- prepare to take the Ohio Real Estate Salesperson License state exam
- complete Ohio's educational requirements to obtain an Ohio's Real Estate Broker's License

\*Ohio House Bill 524 defines the pre-licensure requirements for those wishing to become salespersons. To be eligible to take the Salesperson Examination, you must fulfill two requirements 1) Pass each course listed above; 2) Meet the state's contact hour attendance requirements. Class attendance is mandatory – students can miss only one class session for each course. Within one year after issuance of a Sales License, the licensee must complete a 10-hour post-licensure course covering current issues relating to consumers, real estate practice, ethics, and real estate law. This course may be completed at other institutions approved by the Ohio Real Estate Commission.

**Note:** Students who complete MTC's Real Estate Sales courses, and wish to become a licensed real estate broker in the State of Ohio, may substitute the real estate courses (12 credits) for BUS2100A Ethics, MGT2010A International Business, and the Technical Elective (MGT/MKT) toward an Associate of Applied Business Degree.

### Admission Standard

1. MTC Application for Admission and nonrefundable applicable fee.
2. Final high school transcript (or GED results) and college transcripts (if applicable).

## Real Estate Sales Courses

Course No	Course Title	Quarter Credit Hours		Terms Offered	Pre-Requisites
<b>FIRST QUARTER (Fall 2011)</b>					
REA 1010A	Real Estate Principles and Practices	4		F	None
REA 1100A	Real Estate Law	4		F	None
REA 1200A	Real Estate Finance	2		F	REA1010A recommended
REA 1300A	Real Estate Appraisal	2		F	REA1010A recommended
	<i>Total Quarter Credit Hrs</i>	<b>12</b>			