

Application Process

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 (ACCUPLACER) and Technology Skills Test (TST) is required. Any college foundation courses recommended by placement assessment results are also required.

Career Opportunities

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

Check out more career choices at Career Coach. <https://mtc.emsicc.com/>

Degree Associate of Applied Business

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

Students may earn an Associate of Applied Business degree 100% online at Marion Technical College. The required courses in the Business curriculum are offered online spring and fall semesters and a student who enrolls full-time may complete the degree in two years. This program is offered to qualified students who must be college ready in reading, writing, math; have Internet access, and Microsoft Office ®.

To Learn More Visit

www.mtc.edu

The Program – Business Management

MTC's Associate of Applied Business (AAB) degree program prepares students for the diverse challenges of business management. The business management program reflects contemporary employer needs and equips students with essential business knowledge and skills. Students will learn how to develop and execute business management plans from both the strategic and tactical perspectives to maximize organizational resources. MTC's business management curriculum places a strong emphasis on developing graduates who are prepared to help organizations be successful in the face of everyday marketplace challenges.

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

- Use the problem solving method to solve customer concerns and business problems.
- Identify individual and organizational behavioral strategies.
- Use technology to present a project.
- Manage finances including bookkeeping, accounts payable, accounts receivable, and banking.
- Obtain employment in the Business Management field.
- Develop a marketing and/or sales plan incorporating new product ideas and strategies.
- Understand legal requirements and ethical considerations pertaining to organizations.
- Apply business concepts to create a business plan.
- Demonstrate good work habits, effective interpersonal and virtual team work skills, and a high level of professionalism.
- Communicate effectively both in writing and orally with co-workers, customers, and managers.
- Perform mathematical calculations related to the office environment.

U.S. Department of Labor Projections

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 <https://www.bls.gov/ooh/>

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

The Business Management Program is offered in a variety of formats: traditional day/evening, blended, one night per week (ASAP), and online.

BUSINESS MANAGEMENT
Associate of Applied Business Degree
 (Effective Academic Year 2018-19)

Course No	Course Title	Credits	TECHNICAL		NON-TECHNICAL		OTM, TAG, C ² approved course	Term(s) Offered	Prerequisites
			Gen Ed (Min 15 CrHr)	Applied Gen Ed (Basic)	Gen Ed	Applied			
FIRST SEMESTER (Fall)									
MGT1400	Introduction to Management	3	3				ALL	None	
MTH1230	Quantitative Reasoning	3			3		ALL	MTH0910 or MTH1100 or BUS1100 or Placement	
OIS1240	Computer Applications	3				3	[OBU003]	ALL OIS1200 or Placement	
ENG1000	English Composition I	3			3		[TME001]	ALL OIS1220 or OIS1240 or concurrent, and Placement	
ECN2000	Microeconomics	3			3		[TMSBS] [OSS004]	ALL None	
SECOND SEMESTER (Spring)									
MKT2030	Principles of Marketing	3	3				[OBU006]	FA, SP OIS1240 or concurrent & ECN2000 recommended	
ACC1400	Financial Accounting	4	4				[OBU010]	FA, SP Placement into MTH0910 or OIS1200	
BUS2100	Ethics	3			3		ALL	Placement or ENG0990	
OIS1340	Excel Advanced	3	3				SP	OIS1240, Placement or MTH0910	
ENG1100	English Composition II	3			3		ALL	ENG1000	
THIRD SEMESTER (Fall)									
MGT2210	Human Resource Management	3	3				FA	MGT1400 or concurrent	
MGT0000	Management Elective	3	3				ALL	Course requirements	
ENG1400	Oral Communications	3			3		[TMCOM] [OCM004]	ALL None	
BUS2150	Legal Environment of Business	3	3				[OBU004]	FA, SP None	
BUS2800	Cooperative Education Preparation	1				1	FA, SP	ENG1000 and 16 credits	
PSY1100	General Psychology	3			3		[TMSBS] [OSS015]	ALL None	
FOURTH SEMESTER (Spring)									
MGT2410	Organizational Behavior	3	3				SP	MGT1400	
MGT2500	Entrepreneurship & Small Business	3	3				SP	MGT1400, MKT2030, ACC1400	
ACC1700	Managerial Accounting	4	4				[OBU011]	SP ACC1400	
BUS2901	Cooperative Education Experience	1	1				ALL	BUS2800	
ENG1200	Business Communications	3				3	[OBU005]	ALL ENG1000	
Credit Hour Total			61						
				33	21	7			
				61					

Note: MGT2540, Leadership, can be substituted for BUS2800 and BUS2901 with Director Approval.