

### 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.

### Degree Received – Credential Certificate

The two semester curriculum is comprised of established core courses that provide direct training for management support position; the curriculum is comprised of management, business, computer, and communication courses.

### For More Information, Contact:

Admission Office  
Marion Technical College  
1467 Mt Vernon Avenue  
Marion, OH 43302  
Email: enroll@mtc.edu  
740.389.4636  
www.mtc.edu

To Learn More Visit  
[www.mtc.edu](http://www.mtc.edu)

### The Program – Business Management Certificate

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

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

- 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 business problems.
- 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.

The Business Management Certificate Program is offered in a variety of formats: traditional day/evening, blended and online.

## Business Management Certificate

### One-Year Technical Certificate (Effective Academic Year 2018-19)

Course No	Course Title	Credits	TECHNICAL	NON-TECHNICAL		OTM, TAG, CT <sup>2</sup> approved course	Term(s) Offered	Prerequisites
			Gen Ed	Applied Gen Ed (Basic)	Gen Ed			
FIRST SEMESTER ( <i>Fall</i> )								
MGT1400	Introduction to Management	3	3				ALL	None
BUS2100	Ethics	3		3			ALL	Placement or ENG0990
BUS2150	Legal Environment of Business	3	3			[OBU004]	FA, SP	None
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 ( <i>Spring</i> )								
MGT2410	Organizational Behavior	3	3				SP	MGT1400
MGT0000	Management Elective	3	3				ALL	Course requirements
ACC1400	Financial Accounting	4	4			[OBU010]	FA, SP	Placement into MTH0910 or OIS1200
MKT2030	Principles of Marketing	3	3			[OBU006]	FA, SP	OIS1240 or concurrent & ECN2000 recommended
ENG1100	English Composition II	3		3			ALL	ENG1000
Credit Hour Total			19	12	3			
			34					

**Occupational Certification Opportunity:**

Certified Professional Salesperson (SCPS)