

Application Process

MTC Application for Admission and nonrefundable applicable fee.

1. Final high school transcript (or GED results) and college transcripts (if applicable).
2. Successful completion of the Placement Assessment and Technology Skills Test is required. Any College Foundation courses recommended by Placement Assessment results are also required.

Career Opportunities

Benefits Specialist
Employment Specialist
Human Resource Generalist
Human Resource Assistant
Payroll Specialist
Training Coordinator
Employment Recruiter

Check out more career choices at Career Coach

<https://mtc.emsicc.com/>

Degree Received Associate of Applied Business

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

To Learn More Visit

www.mtc.edu

The Program – Business Management – Human Resource Management

Students who select the Human Resource Management option within MTC's Associate of Applied Business (AAB) Management program will develop knowledge and skills that facilitate practical application in the field of human resource management (HRM). As HRM is a dynamic part of any business environment, MTC's HRM curriculum reflects the latest trends for local and regional employers, and national trends as reflected by HRM professional organizations such as The Society for Human Resource Management. HRM students will learn how to work with diverse groups of employees in functions such as recruiting, staffing, compensation and benefits administration, training and development, and talent management.

Upon completion of the HRM option within MTC's Business Management degree, students will be able to...

- Conduct a training session using a variety of training methods
- 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.
- Demonstrate knowledge of how compensation and benefit plans are structured and administered.
- Apply HRM principles to effectively organize work, manage time, and establish priorities.
- Communicate effectively both in writing and orally with co-workers, customers, and managers.
- Manage finances including bookkeeping
- Perform mathematical calculations related to the office environment.

Projections U.S. Department of Labor

The U.S. Department of Labor, Bureau of Labor Statistics, *Occupational Outlook Handbook* is a useful tool for career research on a wide 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 Human Resource Management Option is offered in a variety of: traditional day/evening, blended and online.

BUSINESS MANAGEMENT
● HUMAN RESOURCE OPTION ●
Associate of Applied Business Degree
(Effective Academic Year 2018-19)

Course No	Course Title	Credits	TECHNICAL		NON-TECHNICAL		OTM, TAG, CT 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	
MGT2210	Human Resource Management	3	3				FA	MGT1400 or concurrent	
MTH1230	Quantitative Reasoning	3		3			ALL	MTH0910 or MTH1100 or BUS1100 or Placement	
OIS1240	Computer Applications	3			3		[OBU003]	OIS1200 or Placement	
ENG1000	English Composition I	3		3			[TME001]	OIS1220 or OIS1240 or concurrent, and Placement	
SECOND SEMESTER (Spring)									
MKT2030	Principles of Marketing	3	3				[OBU006]	FA, SP OIS1240 or concurrent & ECN2000 recommended	
MGT2400	Training & Development	3	3				SP	MGT2210, OIS1240	
ACC1400	Financial Accounting	4	4				[OBU010]	FA, SP Placement into MTH0910 or OIS1200	
OIS1340	Excel Advanced	3	3				SP	OIS1240, Placement or MTH0910	
ECN2000	Microeconomics	3		3			[TMSBS] [OSS004]	ALL None	
THIRD SEMESTER (Fall)									
ENG1100	English Composition II	3		3			ALL	ENG1000	
BUS2150	Legal Environment of Business	3	3				[OBU004]	FA, SP None	
BUS2800	Cooperative Education Preparation	1			1		FA, SP	ENG1000 and 16 credits	
BUS2100	Ethics	3		3			ALL	Placement or ENG0990	
ENG1400	Oral Communications	3		3			[TMCOM] [OCM004]	ALL None	
PSY1100	General Psychology	3		3			[TMSBS] [OSS015]	ALL None	
FOURTH SEMESTER (Spring)									
MGT2410	Organizational Behavior	3	3				SP	MGT1400	
MGT0000	Management Elective	3	3				ALL	Course requirements	
ACC2600	Payroll Accounting	1	1				SP	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			62	30	25	7			
				62					

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