

# Business Technologies Division

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Division Phone Number: (513) 569-1620

Cincinnati State's Business Technologies Division provides specialized business education by offering several programs that lead to an Associate of Applied Business degree, as well as programs leading to an Associate of Arts in Pre-Business Administration, an Associate of Applied Science in Dietetic Technology, an Associate of Science in Pre-Nutrition Science, and several certificate programs.

Organized job experience through cooperative education work assignments with leading business firms is a key component of the learning program. Business coursework, along with job-related activities during co-op terms, provide students with business skills and business experience.

Credits earned in the degree programs are transferable. Cincinnati State has established articulation agreements with the University of Cincinnati, Franklin University, Miami University, Mount St. Joseph University, Northern Kentucky University, Rochester Institute of Technology, Thomas More College, Union Institute and University, Wilmington College, Wright State University, and Xavier University.

## Entrance Competencies

In order to ensure a high degree of success in academic studies in business technologies, entering students must meet established academic levels in mathematics, communication skills, and reading comprehension. To aid in determining these levels, entering students are required to take COMPASS<sup>®</sup>, the college admissions/placement test. If testing and previous academic background indicate that a student has not reached the necessary preparatory level, a divisional advisor will identify a group of classes to help the student reach needed levels. Preparatory classes are available year-round.

## Cooperative Education

Cincinnati State's Cooperative Education program (Co-op) is a pathway to career success. Cooperative education allows students to apply concepts learned in the classroom through paid positions with varied employers, while also earning academic credit. A successful co-op experience greatly increases a student's competitive advantage in the business community after graduation. All degree-seeking students in the Business Technologies Division (except in the Dietetic Technician, Dietary Manager, and Pre-Nutrition Science programs) must earn credits in cooperative education in order to graduate.

Students complete two prerequisite courses, a First Year Experience (FYE) course and the Professional Practices course BUS 190, to prepare for their cooperative education experience. The FYE course prepares students for success in college. The Professional Practices course focuses on fundamental skills for gaining employment, such as goal-setting, resume writing, interviewing, professional etiquette, and business ethics. As the final step in completing the cooperative education program prior to graduation, and to build a foundation for lifetime good citizenship, students also complete 20 hours of volunteer community service.

Co-op employers are partners in education and play a vital role in student development. Students work directly with their Cooperative Education Coordinator in a structured, managed, and evaluated program to help realize their personal career goals.

For co-op eligibility requirements, registration policies, program options, and other issues related to the cooperative education program, please refer to the Cooperative Education Program (<http://catalog.cincinnati-state.edu/archives/2015-16/academicpoliciesandprocedures/cooperativeeducationprogrampolicies>) section of the Catalog.

## Transfer Module

The Ohio Board of Regents developed the transfer module to facilitate transfer of credits from one Ohio public college or university to another. The transfer module contains 36 to 40 semester hours of course credits in the areas of English, mathematics, arts and humanities, social and behavioral sciences, and natural and physical sciences. A transfer module completed at one college or university automatically meets the requirements for the transfer module at another college or university once the student is admitted. For additional information, see the "State of Ohio Policy for Institutional Transfer (<http://catalog.cincinnati-state.edu/archives/2015-16/admissioninformation/institutionaltransfer>)" and the "Transfer Module (<http://catalog.cincinnati-state.edu/archives/2015-16/academicdivisionsanddegreeampcertificateprograms/transfermodule>)" sections of this catalog.

Associate's degree programs in the Business Technologies Division contain in their curricula most of the required courses for the Cincinnati State transfer module. Students who wish to complete the transfer module should schedule the additional courses at their convenience. Students who transfer to an Ohio public university for baccalaureate degrees will find that the Cincinnati State Associate of Applied Business degree, and other associate's degrees, combined with a transfer module showing grades of C or higher receives preferential consideration at the receiving institution.