

Business Management (BM)

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The Business Management degree program combines sound business training with on-the-job experience. Classroom experience includes understanding contemporary practices in management, marketing, human resources, accounting, and organizational development. Students also learn about effective use of time, money, materials, and people to improve business results.

Through cooperative education work experience, students gain valuable insight and "how to" experience in assessing and solving management challenges that businesses deal with every day.

Graduates earn an Associate of Applied Business degree.

For more information, please contact the Business Technologies Division at (513) 569-1620.

To apply for this program at Cincinnati State, visit the Admissions (<http://www.cincinnati.state.edu/academics/admission>) section of the College website.

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Semester 1		Lec	Lab	Credits
FYE 1XX	First Year Experience Elective (T)	1	0	1
ENG 101	English Composition 1 (G)	3	0	3
IM 1XX	Computer Elective (B)	2	3	3
MGT 101	Principles of Management (B)	3	0	3
MAT XXX	Mathematics Elective (G)	3	0	3
Semester 2				
ENG 10X	English Composition Elective (G)	3	0	3
ECO 105	Principles of Microeconomics (G)	3	0	3
MKT 101	Principles of Marketing (B)	3	0	3
MGT 105	Human Resource Management (T)	3	0	3
BUS 190	Professional Practices (T)	1	0	1
Semester 3				
ACC 101	Financial Accounting (B)	2	2	3
LAW 101	Business Law (B)	3	0	3
MGT 220	Leadership (T)	3	0	3
COMM 1XX	Communications Elective (T)	3	0	3

Semester 4				
XXX XXX	Business Elective 1 (T)	3	0	3
MGT X9X	Cooperative Education Elective: Management (T)	1	40	2
Semester 5				
XXX XXX	Arts/Humanities Elective (G)	3	0	3
FIN 150	Business Finance (T)	3	0	3
MKT 130	Professional Selling (T)	3	0	3
XXX XXX	Business Elective 2 (T)	3	0	3
Semester 6				
MGT 290	Business Management Capstone (T)	2	2	3
MGT X9X	Cooperative Education Elective: Management (T)	1	40	2
Total Credits:		55	87	60

Electives

First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

Computer Elective

IM 111	Computer Applications 1	3
IM 112	Computer Applications 2	3
IM 120	Electronic Spreadsheets: Microsoft Excel	3
IM 200	Information Systems for Managers	3

Communications Elective

COMM 105	Interpersonal Communication	3
COMM 110	Public Speaking	3

English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 105	English Composition 2: Business Communication	3

Mathematics Elective

MAT 105	Quantitative Reasoning	3
MAT 111	Business Mathematics	3
MAT 115	Pre-Statistics	3
MAT 131	Statistics 1	3
MAT 132	Statistics 2	3
MAT 151	College Algebra	4

MAT 215	Business Calculus	6
MAT 251	Calculus 1	5
MAT 252	Calculus 2	5
Business Electives (6 credit hours required)		
ACC 102	Managerial Accounting	3
FIN 100	Personal Finance	3
FIN 120	Risk and Insurance	3
MGT 120	Entrepreneurship	3
MGT 125	Business Ethics	3
MGT 130	Project Management	3
MGT 140	Quality Management	3
MKT 161	Branding and Product Development	1
MKT 162	Sales Promotion	1
MKT 163	Services and Non-Profit Marketing	1
MKT 164	Social Media and Consumer Engagement	1
MKT 205	Marketing Research	3
MKT 215	Advertising and Public Relations	3
MKT 231	Direct and Database Marketing	1
MKT 232	Integrated Marketing Communications	1
MKT 233	Sales Management	1

Arts/Humanities Elective

Any Transfer Module course from ART, LIT, MUS, PHI, REL, THE, or COMM 130

Cooperative Education Elective (4 Credit Hours Required)

MGT 191	Part-Time Cooperative Education 1: Management	1
MGT 192	Part-Time Cooperative Education 2: Management	1
MGT 193	Part-Time Cooperative Education 3: Management	1
MGT 194	Part-Time Cooperative Education 4: Management	1
MGT 291	Full-Time Cooperative Education 1: Management	2
MGT 292	Full-Time Cooperative Education 2: Management	2

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

Business Management (BM)

- Demonstrate professional written and interpersonal communication skills that will enable students to collaboratively interact with customers, employers, and suppliers.
- Recognize the management functions of planning, leading, organizing, and controlling.
- Analyze an organization's strengths, weaknesses, opportunities, and threats from a marketing and organizational perspective.
- Understand human resources functions from employee, manager, and organizational perspectives.

- Understand the different skills needed and roles played by managers and leaders.
- Write effective goals that are specific, measurable, results-oriented, and time-bound.
- Understand the differences in business cultures around the world and the need to adapt to them effectively.
- Recognize and adapt to the communication, leadership, and team building styles of others.

Faculty**Program Chair**

Paula Kirch Smith, M.Ed., CHE
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Courses**BUS 100 Business Career Exploration Seminar
1 Credit. 0 Lecture Hour. 2 Lab Hours.**

A course on using research and personal reflection to develop a strong foundation for selecting an academic program/major and planning a career related to Business. Topics include: analyzing interests, abilities, and values; reviewing academic and personal requirements for related programs/majors; and examining career outcomes including salary, job availability, advancement opportunities, and other factors.
Prerequisites: None

**BUS 150 Automotive Services ATS: Advanced Standing
30 Credits. 30 Lecture Hours. 0 Lab Hour.**

Students complete apprenticeship education, industry training programs, or work experience related to skills used in the automotive services industry.

Prerequisites: Program Chair consent
Instructor Consent Required

**BUS 190 Professional Practices
1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course that prepares students in Business Technologies programs for a successful cooperative education experience. Topics include: exploring career options, preparing a resume, developing interviewing skills, building a professional presence, and understanding professional ethics. Students must earn a grade of C or higher to pass this course.

Prerequisites: AFL 085 or appropriate placement test score

BUS 191 Part-Time Cooperative Education 1: Business**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190 (minimum grade C)

BUS 192 Part-Time Cooperative Education 2: Business**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 191

BUS 193 Part-Time Cooperative Education 3: Business**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 192

BUS 194 Part-Time Cooperative Education 4: Business**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 193

BUS 195 Part-Time Cooperative Education 5: Business**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 194

BUS 196 Part-Time Cooperative Education 6: Business**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 195

BUS 198 First Year Special Topics in Business**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Business, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

BUS 199 First Year Independent Project in Business**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Business that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Business faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

BUS 280 Cooperative Education Seminar 1**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Students participate in activities that enhance employment options in a chosen career field, as an alternative to traditional cooperative education experience. A minimum grade of C is required to pass the course.

Prerequisites: Co-op coordinator consent

Instructor Consent Required

BUS 285 Cooperative Education Seminar 2**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Students participate in activities that enhance employment options in a chosen career field, as an alternative to traditional cooperative education experience. A minimum grade of C is required to pass the course.

Prerequisites: Co-op coordinator consent

Instructor Consent Required

BUS 291 Full-Time Cooperative Education 1: Business**2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190 (minimum grade C)

BUS 292 Full-Time Cooperative Education 2: Business**2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 291

BUS 293 Full-Time Cooperative Education 3: Business**2 Credits. 2 Lecture Hours. 40 Lab Hours.**

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 292

BUS 298 Second Year Special Topics in Business**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Business, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

BUS 299 Second Year Independent Project in Business**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Business that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Business faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section