

# Business Technologies Division

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**Division Office:** Main Building Room 330, Clifton Campus

**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 a variety of 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, Bowling Green State University, Franklin University, Miami University (including regional campuses), Mount St. Joseph University, Northern Kentucky University, Rochester Institute of Technology, Thomas More College, Union Institute and University, Western Governors University, Wilmington College, Wright State University, and Xavier University.

## College Orientation

To set the stage for success in the college experience, degree-seeking students are required to complete a college First Year Experience (FYE) course within the first 12 credit hours taken at Cincinnati State.

## 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 the college placement test. If testing and previous academic background indicate that a student has not reached the necessary preparatory level, an 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, 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 documented 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/2018-19/academicpoliciesandprocedures/cooperativeeducationprogrampolicies>) section of this Catalog.

## Transfer Module

The Ohio Department of Higher Education developed the Ohio 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 communication, 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/2018-19/admissioninformation/institutionaltransfer>) and the Transfer Module (<http://catalog.cincinnati-state.edu/archives/2018-19/academicdivisionsanddegreeampcertificateprograms/transfermodule>) sections of this catalog.

Associate's degree programs in the Business Technologies Division contain in their curricula 15 credit hours of general education courses related to the transfer module. The Pre-Business Administration and Pre-Nutrition Science degrees contain the entire transfer module. Students who wish to complete the transfer module should schedule the additional courses in consultation with their academic advisor. 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.