

# 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 leading to an Associate of Applied Business degree.
- programs leading to an Associate of Arts in Pre-Business Administration, an Associate of Applied Science in Dietetic Technology, and an Associate of Science in Pre-Nutrition Science.
- a variety of certificate programs.

The division also offers a Bachelor of Applied Science degree in Culinary and Food Science.

The mission of the Business Technologies Division is to provide exceptional educational experiences that are customer-centered, based on a world-class cooperative education program, and supported by success-based academic standards.

The academic degree and certificate programs in the Business Technologies Division are organized into the following departments:

Accounting Technologies (<http://catalog.cincinnati.state.edu/archives/2020-2021/academicdivisionsanddegreeandcertificateprograms/businessesstechnologiesdivision/accountingtechnologies/>)

Automotive Service Management (<http://catalog.cincinnati.state.edu/archives/2020-2021/academicdivisionsanddegreeandcertificateprograms/businessesstechnologiesdivision/automotiveservicemanagementtechnologies/>)

Bachelor of Applied Science in Culinary and Food Science (<http://catalog.cincinnati.state.edu/archives/2020-2021/academicdivisionsanddegreeandcertificateprograms/businessesstechnologiesdivision/culinaryfoodscience/>)

Business Management Technologies

- Business Management ([http://catalog.cincinnati.state.edu/archives/2020-2021/academicdivisionsanddegreeandcertificateprograms/businessesstechnologiesdivision/businessmanagementtechnologies/business\\_management\\_bm/](http://catalog.cincinnati.state.edu/archives/2020-2021/academicdivisionsanddegreeandcertificateprograms/businessesstechnologiesdivision/businessmanagementtechnologies/business_management_bm/))
- Finance (<http://catalog.cincinnati.state.edu/archives/2020-2021/academicdivisionsanddegreeandcertificateprograms/businessesstechnologiesdivision/financialservicestechnologies/>)
- Marketing Management ([http://catalog.cincinnati.state.edu/archives/2020-2021/academicdivisionsanddegreeandcertificateprograms/businessesstechnologiesdivision/businessmanagementtechnologies/marketing\\_management\\_mmt/](http://catalog.cincinnati.state.edu/archives/2020-2021/academicdivisionsanddegreeandcertificateprograms/businessesstechnologiesdivision/businessmanagementtechnologies/marketing_management_mmt/))

- Paralegal (<http://catalog.cincinnati.state.edu/archives/2020-2021/academicdivisionsanddegreeandcertificateprograms/businessesstechnologiesdivision/businessmanagementtechnologies/paralegalcertificateaw/>)
- Real Estate (<http://catalog.cincinnati.state.edu/archives/2020-2021/academicdivisionsanddegreeandcertificateprograms/businessesstechnologiesdivision/businessmanagementtechnologies/realestatecertificateec/>)

Hospitality Technologies

- Brewing Science (<http://catalog.cincinnati.state.edu/archives/2020-2021/academicdivisionsanddegreeandcertificateprograms/businessesstechnologiesdivision/hospitalitytechnologies/brewing/>)
- Culinary Arts (<http://catalog.cincinnati.state.edu/archives/2020-2021/academicdivisionsanddegreeandcertificateprograms/businessesstechnologiesdivision/hospitalitytechnologies/culinaryarts/>)
- Dietetic Technology (<http://catalog.cincinnati.state.edu/archives/2020-2021/academicdivisionsanddegreeandcertificateprograms/businessesstechnologiesdivision/hospitalitytechnologies/dietarymanagement/>)
- Hospitality Management (<http://catalog.cincinnati.state.edu/archives/2020-2021/academicdivisionsanddegreeandcertificateprograms/businessesstechnologiesdivision/hospitalitytechnologies/hospitalitymanagement/>)
- Pastry Arts (<http://catalog.cincinnati.state.edu/archives/2020-2021/academicdivisionsanddegreeandcertificateprograms/businessesstechnologiesdivision/hospitalitytechnologies/pastryarts/>)
- Pre-Nutrition Science (<http://catalog.cincinnati.state.edu/archives/2020-2021/academicdivisionsanddegreeandcertificateprograms/businessesstechnologiesdivision/hospitalitytechnologies/prenutritionscience/>)

Information Management Technologies (<http://catalog.cincinnati.state.edu/archives/2020-2021/academicdivisionsanddegreeandcertificateprograms/businessesstechnologiesdivision/informationmanagementtechnologies/>)

Landscape Horticulture Technologies (<http://catalog.cincinnati.state.edu/archives/2020-2021/academicdivisionsanddegreeandcertificateprograms/businessesstechnologiesdivision/landscapehorticulturetechnologies/>)

Pre-Business Administration (<http://catalog.cincinnati.state.edu/archives/2020-2021/academicdivisionsanddegreeandcertificateprograms/businessesstechnologiesdivision/prebusinessadministration/>)

Supply Chain Management (<http://catalog.cincinnati.state.edu/archives/2020-2021/academicdivisionsanddegreeandcertificateprograms/businessesstechnologiesdivision/supplychainmanagement/>)

## 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

To ensure success in academic studies in Business Technologies, entering students must meet established academic levels in mathematics, written communication skills, and reading comprehension. As part of the admission process, entering students meet with an academic advisor who may identify academic foundations-level classes to help the student reach needed levels. Preparatory classes are available year-round, and are designed to increase students' opportunities for success in their courses.

## 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. Our goal is for all students to experience the benefits of co-op. In rare instances when it is not possible to fulfill co-op requirements through traditional co-op placement, students may meet with their co-op coordinator to determine alternatives.

Students complete two prerequisite courses to prepare for their cooperative education experience: a First Year Experience (FYE) course and the Professional Practices course BUS 190.

- 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 \(http://catalog.cincinnati-state.edu/archives/2020-2021/academicpoliciesandprocedures/cooperativeeducationprogrampolicies/\)](http://catalog.cincinnati-state.edu/archives/2020-2021/academicpoliciesandprocedures/cooperativeeducationprogrampolicies/) section of this Catalog.

## Transfer to Baccalaureate Programs

The Business Technologies Division offers a Pre-Business Administration program. The Pre-Business Administration program provides students with the academic foundation needed for transfer

to a bachelor's degree with a business-related major. Students earn an Associate of Arts degree and are well-prepared to begin their junior year in a bachelor's degree program at the four-year institution of their choice.

The Business Technologies Division also offers a Pre-Nutrition Science program. The Pre-Nutrition Science program provides students with the academic foundation needed for transfer to a bachelor's degree program in nutrition science, dietetics with an emphasis on business, exercise, or other dietetics-related programs.

Many of the Associate of Applied Business degree programs offered by the Business Technologies Division have established articulation agreements to ease transfer of credits earned at Cincinnati State to baccalaureate programs at various colleges and universities.

Cincinnati State has established articulation agreements with the University of Cincinnati, Bowling Green State University, Franklin University, Indiana Wesleyan University, Miami University (including regional campuses), Mount St. Joseph University, Northern Kentucky University, Ohio University, Rochester Institute of Technology, Thomas More College, Union Institute and University, Western Governors University, Wilmington College, Wright State University, and Xavier University.

These agreements vary in content. Interested students should meet with their program advisor as early as possible to review details of possible transfer agreements.

## 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/2020-2021/admissioninformation/institutionaltransfer/>) and the Transfer Module (<http://catalog.cincinnati-state.edu/archives/2020-2021/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.