

# 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.

## Business Management (BM)

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
MAT XXX Mathematics Elective (G)		3	0	3
MGT 101 Principles of Management (B)		3	0	3
<b>Semester 2</b>				
BUS 190 Professional Practices (T)		1	0	1
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
<b>Semester 3</b>				
XXX XXX Business Elective 1 (T)		0	3	3

MGT XXX Cooperative Education Elective: Business Management (T)		1	40	2
<b>Semester 4</b>				
ACC 101 Financial Accounting (B)		2	2	3
COMM 1XX Communication Elective (T)		3	0	3
LAW 101 Business Law (B)		3	0	3
MGT 130 Project Management (T)		3	0	3
<b>Semester 5</b>				
ACC 102 Managerial Accounting (T)		2	2	3
MGT XXX Cooperative Education Elective: Business Management (T)		1	40	2
<b>Semester 6</b>				
XXX XXX Arts/ Humanities Elective (G)		3	0	3
XXX XXX Business Elective 2 (T)		3	0	3
MGT 220 Leadership (T)		3	0	3
MGT 290 Business Management Capstone (T)		2	2	3
<b>Total</b>		<b>51</b>	<b>92</b>	<b>60</b>
<b>Credits:</b>				
<b>Electives</b>				
<b>First Year Experience Elective</b>				
FYE 100 College Success Strategies: Overview				1
FYE 105 College Success Strategies: Overview and Application				2
FYE 110 College Success Strategies: Practice and Application				3
<b>Computer Elective</b>				
IM 120 Electronic Spreadsheets: Microsoft Excel				3
IM 200 Information Systems for Managers				3
<b>Communication Elective</b>				
COMM 105 Interpersonal Communication				3
COMM 110 Public Speaking				3
<b>English Composition Elective</b>				
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
<b>Mathematics Elective</b>				
MAT 105 Quantitative Reasoning				3

MAT 111	Business Mathematics	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
<b>Business Electives (6 credit hours required)</b>		
FIN 100	Personal Finance	3
FIN 120	Risk and Insurance	3
FIN 150	Business Finance	3
MGT 120	Entrepreneurship	3
MGT 125	Business Ethics	3
MGT 140	Quality Management	3
MKT 130	Principles of Sales	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 and Consumer Behavior	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
<b>Arts/Humanities Elective</b>		
Any Transfer Module course from ART, LIT, MUS, PHI, REL, THE, or COMM 130		
<b>Cooperative Education Elective (4 Credit Hours Required)</b>		
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

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

- This curriculum displays only course numbers without the added letter.
- The alternative version, when available, meets the requirements of the course version without the added letter.

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.
- Analyze an organizations strengths, weaknesses, opportunities and threats from a marketing and organizational perspective organizational attainment of goals and objectives (prepare swot analysis)
- Explain human resources functions from employee, manager and organizations perspectives.
- Compare the different skills and roles needed and played by managers and leaders.
- Recognize the management functions of planning, leading, organizing and controlling
- Write effective goals that are specific, measurable, results-oriented and time-bound.
- Identify 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

David Hensley, BS, MBA  
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### Co-op Coordinator

Adam Waits, MSML  
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## Business Division Advising

Call (513) 569-1620 or Text (513) 569-1600  
BTDadvisors@cincinnatiatstate.edu

## Courses

### MGT 101 Principles of Management

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on the history and fundamental concepts of modern management. Topics include: planning, leading, organizing, and controlling; global and domestic environments for management; change management; quality management; team management; and communication skills for managers.

Prerequisites: FYE 120 or placement into ENG 101  
Ohio Transfer Assurance Guide Approved

### MGT 105 Human Resource Management

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on the role of the human resource department and the supervisor's role in various human resource functions. Topics include: recruiting, choosing, and training employees; compensation and benefits; performance evaluation; disciplinary actions; and workplace rights and responsibilities.

Prerequisites: None

**MGT 120 Entrepreneurship****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on starting and growing new businesses. Topics include: identifying new venture opportunities, evaluating the viability of a new venture, and understanding skills needed for successful business operations. Students prepare a business plan for potential investor review.

Prerequisites: ACC 101

**MGT 125 Business Ethics****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on principles of business ethics and moral reasoning. Topics include: corporate disclosure, discrimination, whistle blowing, computer crime, and international ethics. This course is delivered through online instruction only.

Prerequisites: None

**MGT 130 Project Management****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

An introduction to project management in various industries. Topics include: planning and prioritizing projects, obtaining project approvals, working with diverse teams, managing all elements of projects, evaluating project results, and using Microsoft Project software.

Prerequisites: None

**MGT 131 Project Management Professional Certification Review****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on fundamentals of project management in various industries. Topics include: planning and prioritizing projects, obtaining project approvals, working with diverse teams, managing all elements of projects, evaluating project results, and using Microsoft Project software. This course satisfies the education requirement to sit for the PMP (Project Management Professional) exam.

Prerequisites: None

**MGT 140 Quality Management****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on concepts and techniques of quality management and continuous improvement for manufacturing and service organizations. Topics include: establishing a customer driven organization, and using effective feedback and control systems.

Prerequisites: MGT 101

**MGT 191 Part-Time Cooperative Education 1: Management****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)

**MGT 192 Part-Time Cooperative Education 2: Management****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: MGT 191

**MGT 193 Part-Time Cooperative Education 3: Management****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: MGT 192

**MGT 194 Part-Time Cooperative Education 4: Management****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: MGT 193

**MGT 195 Part-Time Cooperative Education 5: Management****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: MGT 194

**MGT 196 Part-Time Cooperative Education 6: Management****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: MGT 195

**MGT 220 Leadership****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on the role of successful integrative leaders in organizations. Topics include: historical and contemporary approaches to leadership, leadership for change, team leadership, servant leadership, and communication skills for leaders.

Prerequisites: MGT 101

**MGT 290 Business Management Capstone****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Students examine the entire scope of management, including functional and decision making areas such as production, marketing, finance, and accounting.

Prerequisites: MGT 101 and MKT 101 and ACC 101

**MGT 291 Full-Time Cooperative Education 1: Management****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)

**MGT 292 Full-Time Cooperative Education 2: Management****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: MGT 291

**MGT 293 Full-Time Cooperative Education 3: Management  
2 Credits. 1 Lecture Hour. 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: MGT 292