Business Technologies Division

Division Office: Main Building Room 330, Clifton Campus

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The Business Technologies Division provides a variety of **associate's degree programs and certificates in business and other specialized career fields that prepare students for employment** in their chosen field of study immediately following graduation. These technical programs prepare students for a career with possible pathways to a bachelor's degree.

In addition, the division also offers a number of **associate's degree programs that provide the academic foundation needed for transfer to a bachelor's degree** program in business, nutrition science, or dietetics with emphasis in business, exercise, or other dietetics-related 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.cincinnatistate.edu/archives/2022-2023/academicdivisionsanddegreeampcertificateprograms/businesstechnologiesdivision/accountingtechnologies/)

Automotive Service Management (http://catalog.cincinnatistate.edu/archives/2022-2023/academicdivisionsanddegreeampcertificateprograms/businesstechnologiesdivision/automotiveservicemanagementtechnologies/)

Business Management (http://catalog.cincinnatistate.edu/archives/2022-2023/academicdivisionsanddegreeampcertificateprograms/businesstechnologiesdivision/businessmanagement/)

Finance (http://catalog.cincinnatistate.edu/archives/2022-2023/academicdivisionsanddegreeampcertificateprograms/businesstechnologiesdivision/financialservicestechnologies/)

Hospitality Technologies

- Brewing Science (http://catalog.cincinnatistate.edu/archives/2022-2023/academicdivisionsanddegreeampcertificateprograms/businesstechnologiesdivision/hospitalitytechnologies/brewing/)

- Bachelor of Applied Science in Culinary and Food Science (http://catalog.cincinnatistate.edu/archives/2022-2023/academicdivisionsanddegreeampcertificateprograms/businesstechnologiesdivision/culinaryfoodscience/)

- Culinary Arts (http://catalog.cincinnatistate.edu/archives/2022-2023/academicdivisionsanddegreeampcertificateprograms/businesstechnologiesdivision/hospitalitytechnologies/culinaryarts/)

- Dietetic Technology (http://catalog.cincinnatistate.edu/archives/2022-2023/academicdivisionsanddegreeampcertificateprograms/businesstechnologiesdivision/hospitalitytechnologies/dietarymanagement/)

- Hospitality Management (http://catalog.cincinnatistate.edu/archives/2022-2023/academicdivisionsanddegreeampcertificateprograms/businesstechnologiesdivision/hospitalitytechnologies/hospitalitymanagement/)

- Pastry Arts (http://catalog.cincinnatistate.edu/archives/2022-2023/academicdivisionsanddegreeampcertificateprograms/businesstechnologiesdivision/hospitalitytechnologies/pastryarts/)

- Pre-Nutrition Science (http://catalog.cincinnatistate.edu/archives/2022-2023/academicdivisionsanddegreeampcertificateprograms/businesstechnologiesdivision/hospitalitytechnologies/prenutritionscience/)

Information Management Technologies (http://catalog.cincinnatistate.edu/archives/2022-2023/academicdivisionsanddegreeampcertificateprograms/businesstechnologiesdivision/informationmanagementtechnologies/)

Landscape Horticulture Technologies (http://catalog.cincinnatistate.edu/archives/2022-2023/academicdivisionsanddegreeampcertificateprograms/businesstechnologiesdivision/landscapehorticulturetechnologies/)

Marketing Management (http://catalog.cincinnatistate.edu/archives/2022-2023/academicdivisionsanddegreeampcertificateprograms/businesstechnologiesdivision/marketingmanagement/)

Paralegal (http://catalog.cincinnatistate.edu/archives/2022-2023/academicdivisionsanddegreeampcertificateprograms/businesstechnologiesdivision/paralegal/)

Pre-Business Administration (http://catalog.cincinnatistate.edu/archives/2022-2023/academicdivisionsanddegreeampcertificateprograms/businesstechnologiesdivision/prebusinessadministration/)

Real Estate (http://catalog.cincinnatistate.edu/archives/2022-2023/academicdivisionsanddegreeampcertificateprograms/businesstechnologiesdivision/realestate/)

Supply Chain Management (http://catalog.cincinnatistate.edu/archives/2022-2023/academicdivisionsanddegreeampcertificateprograms/businesstechnologiesdivision/supplychainmanagement/)

College Orientation

An online New Student Orientation program is available for all Cincinnati State students. For more information visit the New Student

Orientation (https://www.cincinnatistate.edu/new-student-orientation/) page on the College website.

To prepare for success in college, degree-seeking students are required to complete a college First Year Experience (FYE) course within the first 12 credit hours taken at Cincinnati State. For more information about the FYE course offerings, see the First Year Experience Requirement (http://catalog.cincinnatistate.edu/archives/2022-2023/academicdivisionsanddegreeampcertificateprograms/collegeorientationrequirement/) section of this catalog.

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.

Full-time students who follow the published sequence of courses can complete an associate's degree program in two years.

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. 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.

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.

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.cincinnatistate.edu/archives/2022-2023/academicpoliciesandprocedures/cooperativeeducationprogrampolicies/) section of this Catalog. In addition, students in the Business Technologies Division must meet these eligibility requirements:

- Students must schedule a meeting with the cooperative education coordinator at least one semester prior to the anticipated start of their co-op activities to discuss options and plan how to complete co-op credits.
- Students must complete the First Year Experience (FYE) course that prepares students for success in college.
- Students must complete the Professional Practices course BUS 190, which provides fundamental skills for gaining employment and covers 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.

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.

Ohio Transfer 36

The Ohio Department of Higher Education developed the Ohio Transfer 36 to facilitate transfer of credits from one Ohio public college or university to another. The Ohio Transfer 36 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 completed Ohio Transfer 36 at one college or university automatically meets the requirements for the Ohio Transfer 36 at another college or university once the student is admitted. For additional information, see the T (http://catalog.cincinnatistate.edu/archives/2022-2023/admissioninformation/institutionaltransfer/)ransferring College Credit (http://catalog.cincinnatistate.edu/archives/2022-2023/academicpoliciesandprocedures/credittransfer/collegecredittransfer/) and the Ohio Transfer 36 (http://catalog.cincinnatistate.edu/archives/2022-2023/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 Ohio Transfer 36. The Pre-Business Administration and

Pre-Nutrition Science degrees contain the entire Ohio Transfer 36. Students who wish to complete the Ohio Transfer 36 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.