

Business Management (BM, BMC & RMC)

Business Management (BM)

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.

Business Management Certificate (BMC)

The Business Management Certificate assists new managers in learning to balance soft skills like leadership and motivation with essential business knowledge. This certificate provides foundational skills and tools for managers including accounting, principles of management, leadership, and other key areas that prepare students for the transition from an individual role in business to a management position.

Retail Management Certificate (RMC)

The Retail Management Certificate provides students who are working in the retail industry with essential skills and knowledge that enhance their career prospects and potentially lead to positions such as Team Lead or Shift Manager.

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.edu/academics/admission/>) section of the College website.

Business Management (BM)

| Semester 1 | | Lec | Lab | Credits |
|------------|------------------------------------|-----|-----|---------|
| FYE 1XX | First Year Experience Elective (B) | 1 | 0 | 1 |
| ENG 101 | English Composition 1 (G) | 3 | 0 | 3 |
| MAT XXX | Mathematics Elective (G) | 3 | 0 | 3 |
| MGT 101 | Principles of Management (B) | 3 | 0 | 3 |
| MGT 105 | Human Resource Management (T) | 3 | 0 | 3 |
| Semester 2 | | | | |
| BUS 190 | Professional Practices (B) | 1 | 0 | 1 |

| ENG 10X | English Composition Elective (G) | 3 | 0 | 3 |
|-----------------|---|-----------|-----------|-----------|
| IM 1XX | Computer Elective (B) | 2 | 3 | 3 |
| ECO 105 | Principles of Microeconomics (G) | 3 | 0 | 3 |
| MKT 101 | Principles of Marketing (B) | 3 | 0 | 3 |
| Semester 3 | | | | |
| XXX XXX | Directed Elective 1 (T) | 3 | 0 | 3 |
| MGT XXX | Cooperative Education Elective: Business Management (T) | 1 | 40 | 2 |
| Semester 4 | | | | |
| ACC 101 | Financial Accounting (B) | 2 | 2 | 3 |
| LAW 101 | Business Law (B) | 3 | 0 | 3 |
| MGT 130 | Project Management (T) | 3 | 0 | 3 |
| MGT 220 | Leadership (T) | 3 | 0 | 3 |
| Semester 5 | | | | |
| ACC 102 | Managerial Accounting (T) | 2 | 2 | 3 |
| MGT XXX | Cooperative Education Elective: Business Management (T) | 1 | 40 | 2 |
| Semester 6 | | | | |
| XXX XXX | Arts/Humanities Elective (G) | 3 | 0 | 3 |
| XXX XXX | Directed Elective 2 (T) | 3 | 0 | 3 |
| MGT 250 | Business Coaching and Performance Management (T) | 3 | 0 | 3 |
| MGT 290 | Business Management Capstone (T) | 2 | 2 | 3 |
| Total | | 54 | 89 | 60 |
| Credits: | | | | |

Electives

First Year Experience Elective

| | | |
|---------|--|---|
| FYE 100 | Essentials for College Success | 1 |
| FYE 105 | Skills for Academic and Personal Success | 2 |
| FYE 110 | Intensive College Success Strategies | 3 |

Computer Elective

| | | |
|--------|--|---|
| IM 120 | Electronic Spreadsheets: Microsoft Excel | 3 |
| IM 200 | Information Systems for Managers | 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 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 |

Directed Electives (6 credit hours required)

| | | |
|---------|--|---|
| FIN 100 | Personal Finance | 3 |
| FIN 120 | Risk and Insurance | 3 |
| FIN 150 | Business Finance | 3 |
| LDR 100 | Introduction to Leadership | 3 |
| LDR 120 | Inclusive Leadership | 3 |
| LDR 125 | Servant Leadership | 3 |
| LDR 230 | Ethical Leadership | 2 |
| LDR 290 | Leadership Capstone | 2 |
| 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 |
| NDR 100 | Introduction to Conflict Studies | 3 |
| RE 100 | Real Estate Principles and Practices | 3 |
| RE 105 | Real Estate Law | 3 |

Arts/Humanities Elective

Any OT36 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 197 | Part-Time Career Project: Management | 1 |
| MGT 291 | Full-Time Cooperative Education 1: Management | 2 |

| | | |
|---------|--|---|
| MGT 292 | Full-Time Cooperative Education 2: Management | 2 |
| MGT 297 | Full-Time Career Education Project: 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 Certificate (BMC)

| Semester 1 | | Lec | Lab | Credits |
|-----------------|--|-----------|----------|-----------|
| IM 120 | Electronic Spreadsheets: Microsoft Excel | 2 | 3 | 3 |
| LAW 101 | Business Law | 3 | 0 | 3 |
| MGT 101 | Principles of Management | 3 | 0 | 3 |
| Semester 2 | | | | |
| ACC 101 | Financial Accounting | 2 | 2 | 3 |
| MGT 105 | Human Resource Management | 3 | 0 | 3 |
| MGT 220 | Leadership | 3 | 0 | 3 |
| Semester 3 | | | | |
| MGT 130 | Project Management | 3 | 0 | 3 |
| MGT 250 | Business Coaching and Performance Management | 3 | 0 | 3 |
| Total | | 22 | 5 | 24 |
| Credits: | | | | |

Retail Management Certificate (RMC)

| Semester 1 | | Lec | Lab | Credits |
|------------|--|-----|-----|---------|
| ECO 105 | Principles of Microeconomics | 3 | 0 | 3 |
| IM 120 | Electronic Spreadsheets: Microsoft Excel | 2 | 3 | 3 |
| MGT 101 | Principles of Management | 3 | 0 | 3 |
| Semester 2 | | | | |
| ACC 101 | Financial Accounting | 2 | 2 | 3 |
| MGT 105 | Human Resource Management | 3 | 0 | 3 |
| MKT 101 | Principles of Marketing | 3 | 0 | 3 |
| Semester 3 | | | | |
| MKT 130 | Principles of Sales | 3 | 0 | 3 |
| MGT 220 | Leadership | 3 | 0 | 3 |

| | | | | |
|-----------------------|--|-----------|----------|-----------|
| MGT 250 | Business Coaching and Performance Management | 3 | 0 | 3 |
| Total Credits: | | 25 | 5 | 27 |

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.

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 197 Part-Time Career Project: Management
1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree complete individual study or a special project related to their major field and pertaining to their career goals. Working with an assigned faculty mentor, students define the project goals, carry out project tasks, and evaluate the results. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: BUS 190 and coordinator consent
Instructor Consent Required

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 250 Business Coaching and Performance Management
3 Credits. 3 Lecture Hours. 0 Lab Hour.**

An introduction to business coaching skills that can enhance individual and team performance in organizational settings. Course content aligns with the International Coach Federation's specified competencies. Topics include: establishing a coaching agreement, building trust, cultivating a coaching presence, creating action plans, setting goals, monitoring progress, and understanding the performance management process.
Prerequisites: MGT 101 and MGT 220

**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

**MGT 297 Full-Time Career Education Project: Management
2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree complete individual study or a special project related to their major field and pertaining to their career goals. Working with an assigned faculty mentor, students define the project goals, carry out project tasks, and evaluate the results. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: BUS 190 and coordinator consent
Instructor Consent Required