



BUSINESS & PUBLIC SERVICES

Contact Business & Public Services Division

Contact: 419.267.1345

Business and Public Services

Business and Public Services Division

The division of Business and Public Services offers a variety of majors in the fields of accounting, business management, criminal justice, early childhood education, human services, health care, and marketing. Many of the graduates from these programs are ready to join the workforce after they earn their diploma and are qualified for a state or national credential in their profession. However, there are also opportunities for these graduates to transfer on and earn their bachelor's degree from a four-year college or university.

Degree and Certificate programs offered through the Business and Public Services Division include:

Associate of Science Degree

Pre-Business Administration

Associate of Applied Business Degrees

Accounting

Business Management

Associate of Applied Business in Business Management Degrees

Banking and Finance

Entrepreneurship

Human Resource Management

Logistics and Supply Chain Management

Marketing

Associate of Applied Business in Office Administrative Services Degrees

Medical Support

Office Administration

Office Management

Associate of Applied Science Degrees

Agribusiness (Pending)

Agronomy

Human Services

Paraprofessional Education

Associate of Applied Science Criminal Justice Degrees

Criminal Justice

Law Enforcement – Academy Option

Associate of Applied Science in Early Childhood Development Degree

Pre-Kindergarten

Certificate Programs

Accounting Assistant

Logistics and Supply Chain Management

Office Assistant

Real Estate

Short-Term Technical Certificate Programs

Entrepreneurship

Law Enforcement Academy

Marketing

Course Sequence

The suggested sequence of course(s) is for full-time students. If you are a part-time student or have transferred course(s) in from another school, you should generally complete the courses listed under semester 1 before moving on to semester 2, 3, and then 4. Elective courses may be taken at any time. Please meet with your advisor if you need assistance to register. Your advisor can help you make any necessary changes to this recommended sequence. Courses are generally offered in the semester they appear on the program sequence.

Prerequisites

All students are required to demonstrate proficiencies in reading, writing, and mathematics based on scores on the assessment test or take the recommended classes. If you have not taken these tests, stop by the Admissions Office in C100 or call (419) 267-1320 for information or referral to testing.

Some courses listed in this program have specific prerequisites. See course descriptions for these prerequisites in the Course Description section of this publication. Education majors are required to have a completed documentation file.

Business and Public Services

Business and Public Services Division

General Education

For Northwest State core Requirements for all graduates, See page 31. Unless specified on the program page, Humanities and Natural Science electives should be selected from the Core Requirements list while Math electives should be selected from the following elective lists.

Math Electives

MTH109	College Algebra
MTH112	Trigonometry
MTH213	Calculus I
MTH214	Calculus II
STA120	Introduction to Statistics

Disclosure for Business & Public Services Students

Students pursuing a degree in one of the Business or Public Services professions leading to application for professional licensure or certification, and/or who will be participating in clinical placements, internships, or practica through their program, should be aware that their host facility may require a criminal background check, finger printing, or drug screening. Although the College will make reasonable efforts to place admitted students in field experiences and internships, it will be up to the host facility to determine whether a student will be allowed to work at the facility. Students shall further be aware that a criminal record may jeopardize licensure by the State certification body. Expunged convictions may or may not jeopardize licensure and internship placement. Students should consult the licensing certification body corresponding to their intended occupation for more details (see websites below). Successful completion of a program of study at the College does not guarantee licensure, certification, or employment in the relevant occupation. Standards may change during a student's program of study.

Note: The inability to complete the internship or practicum requirements of a program will also mean the inability to complete the requirements for the degree.

College Credit Plus Students

Many of our internship and practicum facilities require that students be at least 18 years of age in order to participate in activities associated with the professional role.

Helpful Web Sites of Licensing and Certifying Boards

- State of Ohio Counselor, Social Worker, and Marriage & Family Therapist Board <http://www.cswmft.ohio.gov>
- Ohio Department of Mental Retardation and Developmental Disabilities <http://dodd.ohio.gov>
- Ohio Department of Alcohol & Drug Addiction Services <http://mha.ohio.gov>
- Ohio Department of Education www.ode.state.oh.us/
- Ohio Department of Corrections www.drc.ohio.gov/
- Ohio Peace Officer Training Commission www.ohioattorneygeneral.gov/opotc

Accounting

Associate of Applied Business

Business and Public Services Division

Students in accounting develop a high degree of technical skills in accounting systems and business organization. The accounting programs provide business-related experience on modern equipment. Courses utilize personal computers and electronic printing calculators. The Accounting degree program is designed to help students attain technical accounting skills and a broad knowledge of business fundamentals. Accounting systems are studied as they are applied every day in business and industrial organizations.

Graduates are qualified as senior clerks or junior accountants, positions as a cost accountant, accounting supervisor, payroll supervisor or office manager.

Career Outlook

As the economy grows, the number of businesses will increase as well as the need for accountants. The accounting profession generally has a low rate of turnover; therefore, openings will be primarily created through retirements and promotions.

Program Learning Outcomes

Students will be able to:

1. Create financial statements, reports, and schedules.
2. Demonstrate managerial decision making based on their interpretation of financial statements.
3. Integrate accounting knowledge into software programs.
4. Demonstrate accurate skills in recording and reporting of accounts.
5. Demonstrate mastery of a foundation of business understanding.

Business Electives:

ACC291	Accounting Internship
BUS211	Business Communications
BUS250	Labor Relations
ECO211	Macroeconomics
ECO212	Microeconomics
MGT110	Management
MGT120	Supervision
MGT210	Human Resource Management

First Semester

		Credits
+	ACC111 Financial Accounting.....	3
+	ACC120 Payroll Accounting.....	3
	ENG111 Composition I.....	3
	ELECTIVE Mathematics Elective.....	3
	CIS114 Microsoft Applications	<u>3</u>
		15

Second Semester

		Credits
+	ACC112 Managerial Accounting.....	3
+	ACC140 Individual Income Tax Accounting	3
	CIS113 Microsoft Excel.....	3
+	ACC260 Accounting on Computers.....	3
	ENG112 Composition II.....	<u>3</u>
		15

Third Semester

		Credits
+	ACC211 Intermediate Accounting I.....	3
+	ACC221 Cost Accounting I.....	3
+	ACC240 Business Income Tax Accounting.....	3
	ELECTIVE Business Elective.....	<u>3</u>
	ELECTIVE Humanities Elective.....	<u>3</u>
		15

Fourth Semester

		Credits
+	ACC212 Intermediate Accounting II.....	3
+	ACC222 Cost Accounting II.....	3
+	ACC230 Auditing.....	3
	BUS221 Business Law.....	3
	ELECTIVE* Natural Science Elective.....	<u>3</u>
	ELECTIVE* Social Behavioral Science Elective.....	<u>3</u>
		18

Total Program Credit Hours 63

Mathematics Electives:

MTH105	Quantitative Reasoning
MTH109	College Algebra
STA120	Introduction to Statistics

* **See pages 44-45 for Natural Science, Humanities and Social Behavioral Science Electives.**

+ Students must attain a 2.00 grade point average in these technical courses to graduate.

Accounting Assistant Certificate

Business and Public Services Division

Accounting is an excellent foundation for any type of business or office position. Most managerial positions require at least some understanding of accounting functions. The one-year certificate program provides students with accounting skills in balance sheets, income statements, payroll accounting and personal tax accounting.

Those who complete the program are employable within one academic year as a payroll clerk, accounts payable clerk, accounts receivable clerk or general accounting bookkeeper in business or industrial organizations. The student can earn the associate degree by completing one year of full-time study beyond the Accounting Assistant Certificate.

Career Outlook

As the economy grows, the number of businesses will increase as well as the need for accountants. The accounting profession generally has a low rate of turnover; therefore, openings will be primarily created through retirements and promotions.

Program Learning Outcomes

Students will be able to:

1. Create financial statements, reports, and schedules.
2. Demonstrate managerial decision making based on their interpretation of financial statements.
3. Integrate accounting knowledge into software programs.
4. Demonstrate accurate skills in recording and reporting of accounts.
5. Demonstrate mastery of a foundation of business understanding.

First Semester		Credits
+ ACC111	Financial Accounting.....	3
+ ACC120	Payroll Accounting.....	3
ENG111	Composition I.....	3
ELECTIVE	Business Elective.....	3
ELECTIVE	Mathematics Elective.....	<u>3</u>
		15

Second Semester		Credits
+ ACC112	Managerial Accounting.....	3
+ ACC140	Individual Income Tax Accounting	3
ENG112	Composition II.....	3
CIS114	Microsoft Applications.....	3
+ ELECTIVE	Computer Accounting Elective*.....	<u>3</u>
		15

Total Program Credit Hours 30

Business Electives:

BUS211	Business Communications
BUS221	Business Law
BUS250	Labor Relations
CIS113	Microsoft Excel
ECO211	Macroeconomics
ECO212	Microeconomics
MGT110	Management
MGT210	Human Resource Management
MGT280	Business Climate Analysis
MKT230	Professional Selling

Computer Accounting Electives:

ACC260	Accounting on Computers
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Mathematics Electives:

MTH105	Quantitative Reasoning
MTH109	College Algebra
STA120	Introduction to Statistics

+ Students must attain a 2.00 grade point average in these technical courses to graduate.

Agribusiness

Associate of Applied Science

Business and Public Services Division

This Associate of Applied Science in Agribusiness degree prepares graduates for a broad spectrum of opportunities within agribusiness throughout the supply chain of any number of agriculturally related career fields.

The core of the program is a solid business foundation offered within the Business Division coupled with specific agriculture industry opportunities in the region.

Career Outlook

Graduates will be prepared for a variety of entry level positions in the agricultural sector, such as agricultural lending, agriculture sales, farm and ranch management, and greenhouse management.

The future of agriculture business is technology driven, requiring graduates to be able to analyze, integrate and act on data. Agricultural leaders and managers require a strong business acumen and an ability to incorporate advanced technologies, while still maintaining a focus on an industry that demands sustainability.

Program Learning Outcomes

Students will be able to:

1. Explain the legal and ethical environment impacting agriculture.
2. Apply economic principles and management theory to agricultural enterprises.
3. Apply managerial decision-making skills to agribusiness financial statements and records.
4. Evaluate the ability of an agriculture business to be financially viable and sustainable.
5. Explain the structure, components and functions of the United States' agricultural marketing system.
6. Explain global agricultural markets and the effect on local agriculture economies.
7. Analyze policies and the regulatory environment in which agricultural industries operate.
8. Apply basic knowledge of agribusiness industries and production practices in a practicum setting.

Three classes are required from one of the below sequences

Agronomic Sequence Option 1

- +AGR130 Fundamentals of Soil Science
- + AGR230 Nutrient Management
- + AGR240 Integrated Pest Management

General Agriculture Sequence Option 2

- +AGR101 Survey of Animal Agriculture
- + AGR120 Intro to Precision Agriculture
- + AGR140 Intro to Horticulture

<u>First Semester</u>		<u>Credits</u>
+ AGR110	Agronomy Principles	3
CHM101	Principles of Chemistry	4
(or) BIO101	Principles of Biology	
CIS114	Microsoft Applications.....	<u>3</u>
+ ECO212	Microeconomics.....	3
ENG111	Composition I.....	<u>3</u>
		16

<u>Second Semester</u>		<u>Credits</u>
ACC111	Financial Accounting.....	3
+ Agriculture Sequence Option 1 or 2		3-4
CIS113	Excel.....	3
+ MKT110	Marketing	3
ELECTIVE	Social/Behavioral Elective*.....	<u>3</u>
		15-16

<u>Summer Semester</u>		<u>Credits</u>
+ AGR290	Agriculture Practicum	<u>2-4</u>

<u>Third Semester</u>		<u>Credits</u>
ACC112	Managerial Accounting.....	3
ACC260	Accounting on Computers	3
+ Agriculture Sequence Option 1 or 2**		3
+ AGR215	Intro to Ag Eco & Agr Bus Mgt.....	3
+ BUS211	Business Communications	<u>3</u>
		15

<u>Fourth Semester</u>		<u>Credits</u>
+ Agriculture Sequence Option 1 or 2**		3
+ AGR225	Ag Analysis & Decision Making	3
+ BUS221	Business Law	3
ELECTIVE	Humanities Elective	3
ELECTIVE	Mathematics Elective	<u>3</u>
		15

Total Program Credit Hours 63-65

Recommended Mathematics Elective

- STA120 Introduction to Statistics

Recommended Social/Behavioral Elective

- SSC120 American Government

Recommended Humanities Elective

- PHI210 Ethics

- + Students must attain a 2.00 grade point average in these technical courses to graduate.

Agronomy

Associate of Applied Science

Business and Public Services Division

The Associate of Applied Science - Agronomy program is a degree that is designed for the students whose desired career pathway is in agronomy and related fields. The program stresses basic sciences and practical, but innovative/technological approaches to the field of agronomy. Course work spans biologic, chemical, and physical sciences and emphasizes a holistic approach to understanding modern agronomy. This pathway provides students an applied science program that prepares the graduate for careers in agronomically related positions such as crop consultant, soil technician, and other related technical positions.

Career Outlook

Agriculture plays a vital role in the growth of the U.S. economy, Ohio, and Northwest Ohio. In the six-county service region, comprised of 1.6 million acres of land, over 82% of those acres are in production agriculture. According to the Bureau of Labor Statistics, employment of agricultural and food science technicians is projected to grow 6% from 2016 to 2026, about as fast as the average for all occupations. Agricultural and food science technicians will be needed to assist scientists as research into agricultural production methods and techniques continues. Additionally, farmers and ranch managers in NW Ohio is an in-demand occupation as described in the Ohio Means Jobs employment projections.

Program Learning Outcomes

Students will be able to:

1. Apply agronomic principles to support environmental sustainability or soil, water and air resources.
2. Apply modern agronomic practices, technology and research to solve complex problems in soils, watersheds and crops.
3. Employ scientific methodologies within the disciplines of biology, chemistry and ecology to determine sustainable agronomic practices.
4. Explain the impact of meteorological phenomena and climatic systems in agronomic systems.
5. Analyze an agronomic system to develop a basic farm nutrient management plan.
6. Explain the social, cultural and economic impacts of agronomy and its use of natural resources.
7. Explain the impact of agronomic pests of agribusiness, the economy, and the environment.
8. Apply integrated pest management methodologies to agronomic systems.

First Semester		Credits
+ AGR110	Agronomy Principles	3
ENG111	Composition I.....	3
CHM101	Principles of Chemistry.....	4
CIS114	Microsoft Applications.....	3
ELECTIVE*	Humanities Elective	<u>3</u>
		16

Second Semester		Credits
+ BIO115	Ecology	4
+ AGR120	Introduction to Precision Agriculture	3
+ AGR220	Agricultural Meteorology and Climate.....	3
MTH109	College Algebra.....	3
ELECTIVE*	Social Science Elective	<u>3</u>
		16

Third Semester		Credits
+ AGR290	Agriculture Practicum	2-4

Fourth Semester		Credits
BIO201	General Biology I.....	4
+ BUS101	Introduction to Business.....	3
+ AGR130	Fundamentals of Soil Science	4
+ AGR240	Integrated Pest Management	<u>3</u>
		14

Fifth Semester		Credits
BIO202	General Biology II.....	4
ECO212	Microeconomics.....	3
+ AGR210	Sustainable Agronomy	3
+ AGR230	Nutrient Management.....	<u>3</u>
		13

Total Program Credit Hours 61-63

* See page 39 for Humanities and Social Behavioral Science Electives.

Banking & Finance

Associate of Applied Business in Business Management

Business and Public Services Division

The banking and finance degree provides students with a broad and practical background in bank-related management skills and the application of those skills to the banking field. Topics with which a bank manager should be familiar (commercial and real estate lending, investments, regulatory structure, and financial statements) receive major emphasis. Several course projects require extensive research into these bank-related fields. The graduate is also familiar with the computer field and with some accounting and spreadsheet applications.

The graduate is qualified for a position as a manager or assistant manager of a small bank, savings and loan or credit union. In a larger institution, the graduate could specialize in either the loan origination or consumer/commercial credit department.

Career Outlook

Most opportunities will be found in financial institutions which include banks, credit unions, loan companies, insurance firms, stock brokerage firms, investment banking firms and commercial and residential real estate businesses. As the economy grows, loan officers/counselors will process more applications for commercial, consumer, and mortgage loans. Financial Manager Positions are expected to grow about as fast as the average, especially in the securities industry because more people are investing.

Program Learning Outcomes

Students will be able to:

1. Explain the major styles of management.
2. Apply appropriate comprehension of business ethics.
3. Exhibit personal skills of business etiquette.
4. Evaluate effective comprehension of banking practices.
5. Differentiate between commercial and consumer banking.
6. Describe the sequence of procedures necessary to close a real estate loan.
7. Explain the relationship between taxes and cash flows.
8. Describe personal selling and its unique characteristics as a marketing communications tool.

First Semester		Credits
+ ACC111	Financial Accounting.....	3
BUS101	Introduction to Business.....	3
CIS114	Microsoft Applications.....	3
ENG111	Composition I.....	3
ELECTIVE	Mathematics Elective.....	<u>3</u>
		15

Second Semester		Credits
+ ACC112	Managerial Accounting.....	3
+ BAN110	Bank Management.....	3
ECO212	Microeconomics.....	3
CIS113	Microsoft Excel.....	3
+ MKT110	Marketing.....	<u>3</u>
		15

Third Semester		Credits
+ ACC240	Business Income Tax Accounting.....	3
+ BAN210	Credit Management.....	3
+ BUS221	Business Law.....	3
MKT230	Professional Selling.....	3
ELECTIVE*	Social/Behavioral Science Elective ...	<u>3</u>
		15

Fourth Semester		Credits
+ BAN220	Investment Management.....	3
+ BUS211	Business Communications.....	3
+ REA230	Real Estate Finance.....	3
ELECTIVE*	Humanities Elective.....	3
ELECTIVE*	Natural Science Elective.....	<u>3-4</u>
		15-16

Total Program Credit Hours 60-61

Mathematics Electives:

- MTH105 Quantitative Reasoning
- MTH109 College Algebra

* **See pages 44-45 for Natural Science, Humanities and Social Behavioral Science Electives.**

+ Students must attain a 2.00 grade point average in these technical courses to graduate.

Business Management

Associate of Applied Business

Business and Public Services Division

Today's successful managers need a variety of skills, including communication and analytical and decision-making skills. The demand for business management personnel has risen with the growing number of small businesses in northwest Ohio. At the same time, large businesses continuously require mid-management and supervisory personnel. The graduate of the business management program is skilled in supervision, labor, accounting, marketing, sales, and decision-making.

The graduate is qualified for a position as a general manager or assistant manager of a small business or a personnel specialist, foreman or supervisor of a manufacturer, commercial business, or other organization. This program can be obtained completely online or face-to-face.

Career Outlook

Employment opportunities are varied and will depend on each individual goal. Entry-level management positions are found in the manufacturing, retail, food service, banking and governmental services. Individuals interested in sales positions will find many opportunities. Both nationally and in the state of Ohio, positions are expected to have average growth, but will vary by industry. Companies, new and existing, will be hiring managers. Service industries, such as food service, will experience a faster than average growth.

Program Learning Outcomes

Students will be able to:

1. Demonstrate comprehension of the major styles of management.
2. Exhibit work skills of attendance, work ethic, and self-motivation.
3. Demonstrate comprehension of business ethics.
4. Evaluate the history of management and the importance of planning, organizing, leading and controlling.
5. Apply the various management principles and concepts with the various organizational designs and how they fit within their advantages and disadvantages.
6. Develop an understanding of the communication and interpersonal skills needed for managing organizations and how to manage change, technology, and innovation.
7. Create an understanding of individual and group behavior of work teams and apply the various motivations theories to work situations.

First Semester		Credits
+ ACC111	Financial Accounting.....	3
BUS101	Introduction to Business.....	3
CIS114	Microsoft Applications.....	3
ECO212	Microeconomics.....	3
ENG111	Composition I.....	<u>3</u>
		15

Second Semester		Credits
+ ACC112	Managerial Accounting.....	3
+ MGT110	Management.....	3
+ MKT110	Marketing.....	3
ELECTIVE	Mathematics Elective.....	3
ELECTIVE*	Social Behavioral Science Elective....	<u>3</u>
		15

Third Semester		Credits
+ BUS221	Business Law.....	3
+ CIS113	Microsoft Excel.....	3
+ MGT210	Human Resource Management.....	3
ELECTIVE	Business Technical Elective I.....	3
ELECTIVE*	Humanities Elective.....	<u>3</u>
		15

Fourth Semester		Credits
BUS211	Business Communications.....	3
ELECTIVE	Business Technical Elective II.....	3
ELECTIVE	Business Technical Elective III.....	3
+ MGT270	Strategic Management.....	3
ELECTIVE*	Natural Science Elective.....	<u>3-4</u>
		15-16

Total Program Credit Hours 60-61

+ Students must attain a 2.00 grade point average in these technical courses to graduate.

* See pages 44-45 for Natural Science, Humanities and Social Behavioral Science Electives.

Mathematics Electives:

- MTH105 Quantitative Reasoning
- MTH109 College Algebra

Business Technical Electives I:

- MKT230 Professional Selling
- MGT230 Retail Management

Business Technical Electives II:

- ACC221 Cost Accounting I
- ACC260 Accounting on Computers

Business Technical Electives III:

- MGT121 Entrepreneurship I & Small Business Management
- CET115 Project Management

Criminal Justice

Associate of Applied Science

Business and Public Services Division

This degree is designed to prepare students for careers in the criminal justice field as well as prepare them for future academics and training. Students will become familiar with the components and processes of the criminal justice system as well as studying the areas of law, corrections, investigations and procedures at a more comprehensive level. Students will also examine social and criminal justice issues through multiple perspectives.

Students who have prior felony convictions may be excluded from numerous criminal justice career opportunities. Students, who have prior misdemeanor charges or excessive civil infractions, including traffic citations, may be denied an opportunity for practicum experience or employment within the criminal justice field. In addition, students should note that the people they associate with may inhibit the College from finding an adequate internship. Students who do not complete the practicum will not be able to complete the requirements for the degree. Tattoos are not considered part of professional appearance and must be covered whenever you are in the practicum setting or professional role. All students entering the program must adhere to the division's Substance Abuse Policy.

Program Learning Outcomes

At the completion of the program students will be able to:

1. Have a general understanding and appreciation of the role of the CJ system at local, state, and federal levels.
2. Demonstrate knowledge of appropriate codes of professional ethics and the capability to critically and reflectively engage ethical issues in CJ, particularly questions of social responsibility and professional decision-making.
3. Demonstrate knowledge of the theories, principles and practice of criminal justice, including constitutional principles, judicial and correctional processes, legal institutions, and methods of law enforcement.
4. Have a sound basic education in CJ for graduates who choose to pursue a bachelor's degree.

Computer Elective:

Any 3 credit hour or 3 one-credit hour computer course(s).

Math Elective:

See page 83 for list of courses. STA120 Introduction to Statistics is recommended.

* See page 44-45 for Natural Science, Humanities and Social Behavioral Science Electives.

First Semester		Credits
ENG111	Composition I	3
+ CJT130	Principles of Criminal Justice	3
+ CJT136	Juvenile Delinquency Principles	3
PSY110	General Psychology	3
ELECTIVE	Computer Elective	<u>3</u>
		15

Second Semester		Credits
+ CJT134	Criminal Law	3
+ CJT230	Corrections	3
ENG112	Composition II	3
PSY210	Abnormal Psychology	3
+ CJT140	Constitutional Law	3
ELECTIVE	Human Service/ Social Science Elective	<u>3</u>
		18

Third Semester		Credits
+ CJT240	Evidence and Procedure	3
+ CJT220	Law Enforcement in American Society OR	
+ CJT252	Seminar in Criminal Justice	3
SSC101	Sociology	3
ELECTIVE	Math Elective	3
ELECTIVE	Humanities Elective	<u>3</u>
		15

Fourth Semester		Credits
+ CJT244	Criminal Investigation	4
+ CJT290 [^]	Criminal Justice Practicum	4
ELECTIVE	Natural Science Elective	3-4
+ CJT242	Probation and Parole	<u>3</u>
		14-15

Total Program Hours 62-63

Human Service/Social Science Electives:

For Criminal Justice Majors only

HST101	Principles of Human Services
HST105	Cultural Competence with Diverse Populations
HST208	Interview Techniques
HST212	Principles of Addictions
HST214	Human Service Case Management
HST240	Social Problems
HST242	Marriage and Family
PSY220	Social Psychology
PSY230	Human Growth & Development
SSC120	American Government
SSC130	Comparative Government
SSC210	Cultural Diversity

[^] Students currently employed full-time in a professional criminal justice setting may be allowed to substitute this course.

+ Students must attain a minimum grade of "C" in all courses with a "+" to progress in the program and to graduate.

Entrepreneurship

Associate of Applied Business in Business Management

Business and Public Services Division

Graduates of this program acquire skills to create innovative ventures, recognize opportunities, evaluate alternative courses of action and formulate a plan to successfully achieve organizational objectives. Entrepreneurial skills can be utilized within existing organizations and government agencies to effect changes necessary for the success and survival of the organization.

Students are prepared with assessment skills in financial and legal analysis. The creation of the business plan forms the foundation for the entrepreneur and is a major focus of the entrepreneurship program. This program also focuses on developing an entrepreneurial mindset through informal learning using Entrepreneurial Program and Who owns the Ice House. Eight Life Lessons of an Unlikely Entrepreneur Companion text. This program can be obtained completely online or face-to-face.

Career Outlook

Entrepreneurship plays a vital role in the growth of the U.S. economy. Employment both nationally and in the state of Ohio, is expected to grow as fast as the average. From 2010 to 2020 the top areas of job creation will be administrative service and operations managers (15 percent growth rate) and computer systems and related services (18 percent growth rate), indicating areas of opportunities for individuals with a drive, vision and skills to provide new and creative services.

Program Learning Outcomes

Students will be able to:

1. Exhibit work skills of attendance, work ethic, professionalism and self-motivation.
2. Demonstrate comprehension of business ethics.
3. Assess entrepreneurial opportunities.
4. Apply the various functional areas of accounting, marketing, finance, management, human resources and economics
5. Develop a feasible business plan utilizing business tools that prepare students to communicate the output effectively.
6. Evaluate the global environment of business.
7. Analyze potential start-up models and resources available given current and future trends and opportunities.

First Semester		Credits
+ ACC111	Financial Accounting.....	3
BUS101	Introduction to Business.....	3
CIS114	Microsoft Applications.....	3
ENG111	Composition I.....	3
+ VCT210	Essentials of Social Media.....	<u>3</u>
		15

Second Semester		Credits
+ ACC260	Accounting on Computers.....	3
ECO212	Microeconomics.....	3
MGT110	Management.....	3
+ MGT210	Human Resource Management.....	3
+ MKT110	Marketing.....	<u>3</u>
		15

Third Semester		Credits
+ ACC112	Managerial Accounting.....	3
+ MGT121	Entrepreneurship I & Small Bus Mgt.....	3
ELECTIVE*	Social Behavioral Science Elective.....	3
ELECTIVE	Mathematics Elective.....	3
ELECTIVE	Computer Elective.....	<u>3</u>
		15

Fourth Semester		Credits
+ BUS211	Business Communications.....	3
+ BUS221	Business Law.....	3
+ MGT221	Entrepreneurship II.....	3
+ MGT230	Retail Management.....	3
ELECTIVE*	Humanities Elective.....	3
ELECTIVE*	Natural Science Elective.....	<u>3-4</u>
		18-19

Total Program Credit Hours 63-64

Computer Electives:

CIS113	Microsoft Excel
CIS129	Web Page Development

Mathematics Electives:

MTH105	Quantitative Reasoning
MTH109	College Algebra

* See page 44-45 for Natural Science, Humanities and Social Behavioral Science Electives.

+ Students must attain a 2.00 grade point average in these technical courses to graduate.

Entrepreneurship

Short-Term Technical Certificate

Business and Public Services Division

The entrepreneurship certificate is designed for entrepreneurs to obtain a fast start into opening their own business. The program is also designed to easily roll into a two-year entrepreneurship degree.

Entrepreneurship courses are designed to prepare students to start, develop, manage, and grow small business. A business plan is the final output of this program. This certificate can be obtained in person or online. The Ice House Entrepreneurship Program™ is a central focus of this program that assists in creating an entrepreneurial mindset to better prepare you for success.

The certificate includes six courses with a small business management focus and six general business and writing courses. These courses promote entrepreneurial thinking that can be used to open a new business or grow an existing business. This program can be obtained completely online or face-to-face.

Career Outlook

The career outlook for entrepreneurs and small business owners is always great. Small business ownership is vital for growth of communities and is the economic backbone of the American economy.

Program Learning Outcomes

At the completion of the program students will be able to:

1. Demonstrate comprehension of business ethics.
2. Assess entrepreneurial opportunities.
3. Apply the various functional areas of accounting, marketing, finance, management, human resources and economics.
4. Develop a feasible business plan utilizing business tools that prepare students to communicate the output effectively.

First Semester		Credits
+ ACC111	Financial Accounting.....	3
BUS101	Introduction to Business.....	3
CIS114	Microsoft Applications.....	3
ENG111	Composition I.....	3
MGT121	Entrepreneurship I & Small Bus Mgt.....	3
VCT210	Essentials of Social Media.....	8
		18

Second Semester		Credits
+ ACC260	Accounting on Computers.....	3
ECO212	Microeconomics.....	3
MGT110	Management.....	3
+ MGT210	Human Resource Management.....	3
+ MGT221	Entrepreneurship II.....	3
+ MKT110	Marketing.....	3
		18

Total Program Credit Hours 36

- + Students must attain a 2.00 grade point average in these technical courses to graduate.

Human Resource Management

Associate of Applied Business in Business Management

Business and Public Services Division

An environment that is very fast paced and dynamic requires human resource professionals that are able to help manage a productive and efficient workforce. The human resource professional is a critical member of the management team and has direct responsibility for managing employee relations, wage and salary administration, benefits, as well as contract negotiations. This program can be obtained completely online or face-to-face.

Career Outlook

Employment of human resource managers is projected to grow 9 percent from 2016 to 2026, about as fast as the average for all occupations. As new companies form and organizations expand their operations, they will need human resource managers to oversee and administer their programs and to ensure that firms adhere to changing and complex employment laws. Strong competition can be expected for most positions.

Program Learning Outcomes

Students will be able to:

1. Demonstrate comprehension of the major styles of management.
2. Exhibit work skills of attendance, work ethic, and self-motivation.
3. Demonstrate comprehension of business ethics.
4. Evaluate an understanding of all the HR disciplines and how they contribute to overall organizational effectiveness.
5. Apply acquired human resources knowledge to resolve business and organizational issues.
6. Demonstrate an understanding of the relationship between strategic HR initiatives and an organization's global competitiveness.
7. Analyze the relative merits of a variety of human resources interventions such as organizational development, succession and workforce planning, strategic staffing, diversity training, cultural change, and rewards and recognition redesign.
8. Describe how to design, develop, and implement effective HR policies and programs.

First Semester		Credits
BUS101	Introduction to Business.....	3
ECO212	Microeconomics.....	3
ENG111	Composition I.....	3
+ MGT110	Management.....	3
ELECTIVE	Mathematics Elective.....	<u>3</u>
		15

Second Semester		Credits
CIS114	Microsoft Applications.....	3
ECO211	Macroeconomics.....	3
ENG112	Composition II.....	3
+ MGT120	Supervision.....	3
+ MGT210	Human Resource Management.....	<u>3</u>
		15

Third Semester		Credits
+ ACC111	Financial Accounting.....	3
+ ACC120	Payroll Accounting.....	3
+ BUS221	Business Law.....	3
CIS113	Microsoft Excel.....	3
ELECTIVE*	Natural Science Elective.....	3
ELECTIVE*	Social Behavioral Science Elective.....	<u>3</u>
		18

Fourth Semester		Credits
+ ACC112	Managerial Accounting.....	3
+ BUS211	Business Communications.....	3
+ BUS223	Employment Law, Safety & Security.....	3
+ BUS250	Labor Relations.....	3
ELECTIVE*	Humanities Elective.....	<u>3</u>
		15

Total Program Credit Hours 63

Mathematics Electives:

MTH105	Quantitative Reasoning
MTH109	College Algebra
STA120	Introduction to Statistics

* **See page 44-45 for Natural Science, Humanities and Social Behavioral Science Electives.**

+ Students must attain a 2.00 grade point average in these technical courses to graduate.

Human Services

Associate of Applied Science

Business and Public Services Division

The human services degree provides a foundation in social work, behavioral and social sciences which will prepare students for entry level generalist practice. The program is designed to integrate coursework with practical, hands-on experience through Methods classes and a field practicum in community social service agencies. These courses are taught by professionally trained licensed faculty. The program meets standards for Social Work Assistant certification by the Ohio Counselor, Social Work, Marriage & Family Therapist Board and the Ohio Chemical Dependency Professionals Board, CDCA Phase I (and Phase II with additional course work).

Students must meet all program requirements, have day time availability and meet agency age requirements for a field placement. BCI & FBI Criminal records checks are required. Students who have prior felony convictions and excessive civil infractions may be ineligible for practicum placement and employment.

Career Outlook

Social service, mental health, chemical dependency and developmental disability agencies are aware of the skill level and competence of graduates from the Human Services program with their SWA, CDCA certification and ability to work with supervision. Employment of social and human service assistants is projected to grow 16 percent from 2016 to 2026, much faster than the average for all occupations. A growing elderly population and rising demand for social services is expected to drive demand for these workers. Job opportunities are expected to be good.

Program Learning Outcomes

1. Graduates will be able to demonstrate the following skills/ behaviors.
2. Identify and explain how the competencies established for entry level generalist practice are incorporated into the role of a Human Service worker (including knowledge, skills, attitudes, values & ethics).
3. Apply theories from social work, behavioral and social sciences to increase understanding of human behavior.
4. Apply knowledge of diversity by demonstrating a set of congruent behaviors, attitudes and policies that enable a system, agency or professional to function effectively across cultural differences. (Diversity not limited to gender, ethnicity, religion, sexual orientation, disability, socioeconomic differences or vulnerable populations).
5. Demonstrate critical thinking, communication & documentation skills to analyze problems and apply social work ethical principles at the micro, mezzo, and macro levels of practice.
6. Demonstrate evidence based practice skills to engage, assess, plan, intervene, advocate, refer, and evaluate individuals, families, groups, organizations & communities.

Fall Semester		Credits
	ENG111	Composition I..... 3
+	HST101	Principles of Human Services..... 3
+	HST112	Group Work in Human Services..... 3
	SSC101	Sociology 3
	PSY110	General Psychology 3
		15

Spring Semester		Credits
	ENG112	Composition II..... 3
+	HST105	Cultural Competence with Diverse Populations 3
+	HST212	Principles of Addictions..... 3
+	HST240	Social Problems 3
	PSY210	Abnormal Psychology 3
	STA120	Introduction to Statistics..... 3
		18

Fall Semester		Credits
+	HST208	Interviewing Techniques..... 3
+	HST210	Human Service Methods..... 6
+	HST222	Ethics in the Helping Professions..... 3
	ELECTIVE*	Humanities Elective 3
		15

Spring Semester		Credits
+	HST230	Introduction to Social Welfare Policy 3
+	HST242	Marriage & Family 3
+	HST290	Practicum I..... 6
	ELECTIVE*	Natural Science Elective 3-4
		15-16

Total Program Hours 63-64

ALL coursework must be completed with a minimum grade of "C" or higher for state licensure.

- + Students must attain a 2.00 grade point average in each of these courses to graduate

Math Elective:

STA120 Introductions to Statistics is strongly recommended.

Natural Science Elective:

BIO101 Principles of Biology is strongly recommended.

* See page 45 for Humanities Electives.

Law Enforcement Academy

Short-Term Technical Certificate

Business and Public Services Division

The Law Enforcement Academy Certificate will lead to State of Ohio Certification as a Peace Officer.

- The student must meet Academy qualifications to be accepted into the program
- Students must be 21 years of age by March 31 of the year they graduate from the Academy, and have a high school diploma or GED.
- Students will be required to submit the Ohio Peace Officer Training Commission Student Enrollment Certification Record, Statement of Understanding, Physical form, training waiver, and liability forms.
- A valid driver’s license is required.
- Background and criminal record checks will be completed and an interview is required. Students who have a state or federal weapons disqualifier, any felony conviction, currently registered as a sex offender, arson offender, convicted of a drug offense, theft or fraud, negligent assault, or convicted of a misdemeanor offense of violence or any related offenses as a result of domestic violence will not be eligible for admission.
- To successfully complete the Academy, students must meet the attendance and physical conditioning requirement.
- Students are encouraged to prepare in advance for the academy by developing, or continuing, a physical fitness routine. While students are enrolled in the Academy at NSCC, they have free access to the fitness room located on campus. For more information on physical fitness requirements and some valuable resources on becoming and staying fit, please visit northweststate.edu/academic-divisions/allied-health-public-services/law-enforcement-academy and click on Physical Fitness Resources.

- Contact the Business and Public Services Division Secretary to schedule a physical fitness test and an interview with the Academy Commander.
- Bring ALL of your completed forms from the application packet to the interview

<u>Course</u>	<u>Credits</u>
+ CJT134 Criminal Law	3
+ CJT240 Criminal Evidence & Procedures	3
+ CJT244 Criminal Investigation	4
+ CJT246 Technical Skills for Officers	3
+ CJT281 Vehicle Patrol/Traffic Enforcement	4
+ CJT282 Firearms/Driving	4
+ CJT283 Defensive Tactics/Physical Fitness	3
+ CJT284 Human Conditions	4
Total Program Hours	
	28

Law Enforcement Academy - All courses listed must be taken within the Academy hours. Academy Schedule: August to May, Monday – Thursday evenings from 5 – 10 p.m., and Saturdays 8 a.m. – 4 p.m.

A complete course calendar will be distributed on the first day of class.

- + Students must maintain a minimum grade of “C” in all courses to progress in the program and graduate.

Policies regarding the Law Enforcement Academy are available in the Academy Student Handbook. All students entering the program must adhere to the regulations within the handbook as well as the Division’s Substance Abuse Policy. Tattoos are not considered part of a professional appearance and must be covered whenever you are in the practicum setting or professional role.

If you are interested in enrolling in the NSCC Law Enforcement Academy, please follow these steps:

- Complete an Application for Admission to NSCC by visiting northweststate.edu/apply-now/.
- Contact the Business and Public Services Division Secretary at 419-267-1345 for an Academy Application or to be placed on the list for the next scheduled Academy.
- Obtain your health physical from your physician and then conduct the required fingerprinting at the NSCC Campus Police Office.

Law Enforcement - Academy Option

Associate of Applied Science in Criminal Justice Technology

Business and Public Services Division

Upon successful completion of this program, students will graduate with an Associate of Applied Science Degree and will be eligible to take the State of Ohio Peace Officer Certification exam. The student must meet Academy qualifications to be accepted into the program. Students must be 21 years of age by March 31st of the year they graduate from the Academy, and have a high school diploma or GED. Students under 21 years of age will have limited employment opportunities. Students will be required to submit the Ohio Peace Officer Training Commission Student Enrollment Certification Record, a Statement of Understanding, physical form, training waiver and liability forms. A valid driver's license is required. Background and criminal record checks will be completed and an interview is required. Students who have a state or federal weapons disqualifier, any felony conviction, currently registered as a sex offender, arson offender, convicted of a drug offense, theft or fraud, negligent assault, or convicted of a misdemeanor offense of violence or any related offenses as a result of domestic violence will not be eligible for admission.

Policies regarding the Law Enforcement Academy are available in the Academy Student Handbook. All students entering the program must adhere to the regulations within the handbook as well as the division's Substance Abuse Policy. Tattoos are not considered part of professional appearance and must be covered whenever you are in the practicum setting or professional role.

Program Learning Options

At the completion of the program students will be able to:

1. Describe the role of the criminal justice system at local, state, and federal levels.
2. Apply codes of professional ethics and principles of ethical decision-making to case situations.
3. Analyze the fundamental theories, principles, and practices of criminal justice, including constitutional principles, judicial and correctional processes, and legal institutions.
4. Apply methods of law enforcement to traffic and speed enforcement, accidents, civil disorders, and crime.
5. Meet the requirements of the Peace Officer Basic Training and qualify for certification through the Ohio Peace Officer Training Commission.

Computer Elective:

Any 3 credit hour or 3 one credit hour computer course(s).

Math Elective:

See page 83 for list of courses.

* See page 45 for Natural Science, and Humanities Electives.

First Semester		Credits
+ CJT130	Principles of Criminal Justice.....	3
ENG111	Composition I.....	3
PSY110	General Psychology.....	3
ELECTIVE	Computer Elective.....	3
ELECTIVE*	Humanities Elective.....	3
ELECTIVE*	Natural Science Elective.....	<u>3-4</u>
		18-19

Second Semester		Credits
+ CJT230	Corrections.....	3
ENG112	Composition II.....	3
PSY210	Abnormal Psychology.....	3
SSC101	Sociology.....	3
ELECTIVE	Math Elective.....	3
ELECTIVE*	Human Service/Social	
ELECTIVE	Science Elective.....	<u>3</u>
		18

Third and Fourth Semester

Academy Option: All courses listed must be taken within the Academy hours.

Note: The Academy schedule is August to May, Mon-Thurs evenings 5-10 p.m., Saturdays 8a.m.-4 p.m.

		Credits
+ CJT134	Criminal Law.....	3
+ CJT240	Criminal Evidence & Procedure.....	3
+ CJT244	Criminal Investigation.....	4
+ CJT246	Technical Skills for Officers.....	3
+ CJT281	Vehicle Patrol/Traffic Enforcement	4
+ CJT282	Firearms/Driving.....	4
+ CJT283	Defensive Tactics/Physical Fitness	3
+ CJT284	Human Conditions.....	<u>4</u>
		28

Total Program Hours **64-65**

Human Service/Social Science Electives:

For Criminal Justice Majors only

HST101	Principles of Human Services
HST105	Cultural Competence with Diverse Populations
HST212	Principles of Addictions
HST240	Social Problems
HST242	Marriage & Family
PSY220	Social Psychology
PSY230	Lifespan Development
SPN111	Spanish I
SSC120	American Government
SSC130	Comparative Government
SSC210	Cultural Diversity

+ Students must attain a minimum grade of "C" in all courses with a "+" to progress in the program and to graduate.

* Students currently employed full-time in a professional criminal justice setting may be allowed to substitute these courses.

Logistics and Supply Chain Management

Associate of Applied Business in Business Management

Business and Public Services Division

A career in supply chain management deals with a dynamic environment of efficiently facilitating the delivery of goods to customers through a variety of intermediaries. The process is known as channel management and is only a small part of supply chain management. Supply chain management deals with the entire array of sourcing, procurement, conversion, and logistics management activities. Organizations must rely on effective supply chains to coordinate the vast array of inputs and outputs of globally networked companies. The combination of information technology and outsourcing have created organizations like Dell and Wal-Mart adept at forming alliances and/or performing specific strategic tasks to take advantage of market conditions.

Career Outlook

Employment of logisticians is projected to grow 7 percent from 2016 to 2026, about as fast as the average for all occupations. Employment growth will be driven by the need for logistics in the transportation of goods in a global economy.

Program Learning Outcomes

Students will be able to:

1. Demonstrate comprehension of the major styles of management.
2. Exhibit work skills of attendance, work ethic, and self-motivation.
3. Demonstrate comprehension of business ethics.
4. Devise of best practices in supply chain management.
5. Differentiate between make the stock and make the order strategies.
6. Formulate methods to manage inventory efficiently and pool inventory risks across time, products, channels, and geography.
7. Construct position the push-pull boundary to leverage economies of scale and economies of scope.

<u>First Semester</u>		<u>Credits</u>
+ ACC111	Financial Accounting.....	3
ENG111	Composition I.....	3
CIS114	Microsoft Applications.....	3
BUS101	Introduction to Business.....	3
+ SCM220	Operations Management	<u>3</u>
		15

<u>Second Semester</u>		<u>Credits</u>
+ ACC112	Managerial Accounting.....	3
STA120	Introduction to Statistics.....	3
+ SCM200	Supply Chain Management.....	3
+ SCM230	Physical Distribution Logistics	<u>3</u>
CIS113	Microsoft Excel.....	<u>3</u>
CIS118	Access.....	<u>1</u>
		16

<u>Third Semester</u>		<u>Credits</u>
+ MKT110	Marketing	3
+ SCM210	Purchasing and Materials Management.....	3
+ MGT110	Management.....	<u>3</u>
ECO212	Microeconomics.....	3
ELECTIVE	Humanities Elective	<u>3</u>
		15

<u>Fourth Semester</u>		<u>Credits</u>
+ BUS221	Business Law.....	3
MGT120	Supervision	3
+ BUS211	Business Communications	3
ELECTIVE*	Natural Science Elective	3
ELECTIVE*	Social Behavioral Science Elective.....	<u>3</u>
		15

Total Program Credit Hours 61

* **See page 44-45 for Natural Science, Humanities and Social Behavioral Science Electives.**

+ Students must attain a 2.00 grade point average in these technical courses to graduate.

Logistics and Supply Chain Management Certificate

Business and Public Services Division

A career in supply chain management deals with a dynamic environment of efficiently facilitating the delivery of goods to customers through a variety of intermediaries. The process is known as channel management and is only a small part of supply chain management. Supply chain management deals with the entire array of sourcing, procurement, conversion, and logistics management activities. Organizations must rely on effective supply chains to coordinate the vast array of inputs and outputs of globally networked companies. The combination of information technology and outsourcing have created organizations like Dell and Wal-Mart adept at forming alliances and/or performing specific strategic tasks to take advantage of market conditions.

Career Outlook

Employment of logisticians is projected to grow 7 percent from 2016 to 2026, about as fast as the average for all occupations. Employment growth will be driven by the need for logistics in the transportation of goods in a global economy.

Program Learning Outcomes

Students will be able to:

1. Demonstrate comprehension of the major styles of management.
2. Exhibit work skills of attendance, work ethic, and self-motivation.
3. Demonstrate comprehension of business ethics.
4. Devise best practices in supply chain management.
5. Differentiate between make the stock and make the order strategies.

First Semester		Credits
+	ACC111 Financial Accounting.....	3
	ENG111 Composition I.....	3
	CIS114 Microsoft Applications.....	3
	STA120 Introduction to Statistics.....	3
+	SCM220 Operations Management	<u>3</u>
		15

Second Semester		Credits
+	ACC112 Managerial Accounting.....	3
+	SCM210 Purchasing & Materials Management	3
+	SCM200 Supply Chain Management	3
+	SCM230 Physical Distribution Logistics	3
	CIS113 Microsoft Excel.....	3
	CIS118 Access.....	<u>3</u>
		16

Total Program Credit Hours 31

- + Students must attain a 2.00 grade point average in these technical courses to graduate.

Marketing

Associate of Applied Business in Business Management

Business and Public Services Division

Graduates of the marketing degree are skilled in marketing, small business management, sales, retailing and advertising, as well as accounting, supervision and decision making. Graduates are qualified for a position as manager or assistant manager of a retail store, franchise outlet or department store. Graduates may also work as managers or supervisors of other organizations. Learning opportunities have been added in Marketing Research and Social Media. This program can be obtained completely online or face-to-face.

Career Outlook

Employment in marketing and retail, both nationally and in the state of Ohio, is expected to grow. The main employers in marketing and retail management are grocery stores, automotive dealerships, clothing stores and department stores.

Program Learning Outcomes

Students will be able to:

1. Analyze comprehension of the major styles of management.
2. Exhibit work skills of attendance, work ethic, and self-motivation.
3. Apply appropriate comprehension of business ethics.
4. Explain and apply the marketing functions of product/service planning, pricing, distribution, and promotion for both domestic and international marketing situations.
5. Synthesize principles and concepts of marketing in developing a marketing plan.
6. Apply current technology skills in real world situations.
7. Apply the principles of retailing and e-marketing within the marketing function of a business.
8. Apply critical thinking skills to perform marketing research and analyze information.
9. Develop marketing concepts both written and orally in clear concise language appropriate to the audience including business presentation skills.
10. Analyze the issues, advantages, and challenges related to diversity in a global workforce.

First Semester		Credits
BUS101	Introduction to Business.....	3
CIS114	Microsoft Applications.....	3
ECO212	Microeconomics.....	3
ENG111	Composition I.....	3
VCT210	Essentials to Social Media.....	<u>3</u>
		15

Second Semester		Credits
+ BUS211	Business Communications	3
ECO211	Macroeconomics.....	3
+ MGT120	Supervision	3
+ MKT110	Marketing	3
+ MKT230	Professional Selling	<u>3</u>
		15

Third Semester		Credits
+ ACC111	Financial Accounting.....	3
+ CIS113	Microsoft Excel.....	3
+ MKT210	Advertising.....	3
STA120	Introduction to Statistics.....	<u>3</u>
ELECTIVE*	Social Behavioral Science Elective.....	<u>3</u>
		15

Fourth Semester		Credits
+ ACC112	Managerial Accounting.....	3
+ BUS221	Business Law.....	3
+ MKT225	Marketing Research	3
+ MGT230	Retail Management.....	3
ELECTIVE*	Humanities Elective	3
ELECTIVE*	Natural Science Elective	<u>3</u>
		18

Total Program Credit Hours 63

* See page 44-45 for Natural Science, Humanities and Social Behavioral Science Electives.

+ Students must attain a 2.00 grade point average in these technical courses to graduate.

Marketing

Short-Term Technical Certificate

Business and Public Services Division

The marketing certificate is an online or face-to-face option to obtain content-rich marketing knowledge. These concepts easily transition into a two-year marketing degree or provide you skills for an entry-level position in marketing such as sales professional, marketing, coordinator, or work in social media, retail, purchasing, and advertising.

The certificate is summarized in six marketing courses, supplemented by four general business and writing courses and can be completed in one year if taken as a full-time student. This program can be obtained completely online or face-to-face.

Career Outlook

The Bureau of Labor Statistics estimates that advertising sales agents (a popular marketing certificate position) earned a median salary of \$49,680 in 2017.

Program Learning Outcomes

Students will be able to:

1. Apply appropriate comprehension of business ethics.
2. Explain and apply the marketing functions of product/ service planning, pricing, distribution, and promotion for both domestic and international marketing situations.
3. Synthesize principles and concepts of marketing in developing a marketing plan.
4. Apply current technology skills in real world situations.
5. Apply the principles of retailing and e-marketing within the marketing function of a business.

First Semester

		<u>Credits</u>
	CIS114 Microsoft Applications.....	3
	ECO212 Microeconomics.....	3
	ENG111 Composition I.....	3
+	MKT210 Advertising.....	3
	VCT210 Essentials to Social Media.....	<u>3</u>
		15

Second Semester

		<u>Credits</u>
	ECO211 Macroeconomics.....	3
+	MGT120 Supervision	3
+	MGT230 Retail Management.....	3
+	MKT110 Marketing	3
+	MKT230 Professional Selling	<u>3</u>
		15

Total Program Credit Hours 30

- + Students must attain a 2.00 grade point average in these technical courses to graduate.

Medical Support

Associate of Applied Business in Office Administrative Services

Business and Public Services Division

Medical support employees work in physicians' offices, hospitals, nursing homes, and other medical settings. They may transcribe dictation, prepare medical records or charts, schedule appointments, handle correspondence, prepare bills and process insurance forms. In addition to a good background in keyboarding, accounting and computers, there is a need for expertise with medical terminology and familiarization with medical references. Strong communication skills are also important in dealing with patients in stressful situations.

Career Outlook

The increase in medical services and the aging population place tremendous demands on physicians and hospitals. Medical support employees are essential workers who must accurately process medical and insurance documents.

Program Learning Outcomes

Students will be able to:

1. Exhibit proficient keyboarding skills.
2. Create documents using language arts skills such as proofreading, grammar, and punctuation.
3. Develop and formulate documents using computer software skills.
4. Develop time management and organizational skills.
5. Create financial statements, reports, and schedules.
6. Apply mathematical operations to realistic business problems.
7. Create documents using accurate medical terminology and transcription.
8. Determine accurate codes for medical billing procedures.

Mathematics Electives:

MTH105	Quantitative Reasoning
MTH109	College Algebra
STA120	Introduction to Statistics

First Semester		Credits
	CIS104*	Desktop Management..... 1
+	CIS112*	Microsoft Word..... 3
	ENG111	Composition I..... 3
	OAS101*	Business Document Formatting & Skillbuilding..... 3
+	OAS160	Administrative Technology & Procedures..... 3
+	OAS180	Medical Terminology..... <u>3</u>
		16

Second Semester		Credits
	BIO150	The Human Body..... 4
	ENG112	Composition II..... 3
+	OAS102	Advanced Business Formatting & Skillbuilding..... 3
+	OAS105	Document Editing & Proofreading 2
+	MEA108	Administrative Medical Office Procedure..... 3
	MEA110	Pharmacology for Allied Health Professionals..... <u>3</u>
		18

Third Semester		Credits
	OAS103	Office Accounting..... 3
+	OAS111	Electronic Health Records..... 3
+	OAS200	Speedbuilding..... 1
+	OAS229	Diagnostic & Procedural Coding..... 4
+	OAS282	Medical Transcription..... 3
+	OAS283	Computerized Medical Insurance..... <u>3</u>
		17

Fourth Semester		Credits
	CIS113*	Microsoft Excel..... 3
+	OAS291	Internship I..... 1
	PSY110	General Psychology..... 3
	ELECTIVE*	Humanities Elective..... 3
	ELECTIVE	Math Elective..... <u>3</u>
		13

Total Program Credit Hours 64

* See page 45 for Humanities Electives.

* CIS090 Introduction to Computers and OAS090 Keyboarding Basics are prerequisites to CIS104, CIS112, CIS113 and OAS101. A placement test is available for CIS090 & OAS090. See the Admissions Office.

+ Students must attain a 2.00 grade point average in these technical courses to graduate.

Office Administration

Associate of Applied Business in Office Administrative Services

Business and Public Services Division

A management team is complete only with a qualified administrative staff. The office administrative services technology develops well-trained graduates for positions in business and in governmental agencies as principal assistants to the managers and administrators of industrial corporations, financial institutions, colleges and schools, hospitals, clinics, law firms, governmental agencies and small businesses. Graduates' skills include records management, keyboarding on computers, operating word processing software programs on the PC, accounting and the composition of business letters and reports. They also prioritize work, process mail, arrange business trips, make appointments, answer the telephone, operate photocopy machines and assist in routine office duties. They may supervise other office employees.

Career Outlook

This occupation is one of the largest in the United States. Employment opportunities should be very good, especially for those who have obtained excellent communication skills. Although many of the tasks that secretaries and administrators perform have become automated, it will be those tasks which require personal contact and communication which will continue to play a key role in the office activities of most organizations. Those duties include planning conferences, receiving clients and giving staff instructions. .

Program Learning Outcomes

Students will be able to:

1. Exhibit proficient keyboarding skills.
2. Create documents using language arts skills such as proofreading, grammar, and punctuation.
3. Develop and formulate documents using computer software skills.
4. Develop time management and organizational skills.
5. Create financial statements, reports, and schedules.
6. Apply mathematical operations to realistic business problems.

Accounting Electives:

- ACC111 Financial Accounting
- OAS103 Office Accounting

Management Electives:

- MGT110 Management
- MGT120 Supervision
- MGT210 Human Resource Management

Mathematics Electives:

- MTH105 Quantitative Reasoning
- MTH109 College Algebra
- STA120 Introduction to Statistics

Technical Electives:

- ACC260 Accounting on Computers
- OAS180 Medical Terminology

First Semester		Credits
	CIS104*	Desktop Management..... 1
+	CIS112*	Microsoft Word 3
	CIS119*	PowerPoint..... 1
	ENG111	Composition I..... 3
	OAS101*	Business Document Formatting & Skillbuilding..... 3
+	OAS110	Records Management..... <u>3</u>
		14

Second Semester		Credits
+	CIS113*	Microsoft Excel..... 3
	CIS117	Microsoft Publisher..... 1
	CIS118*	Access 1
	ENG112	Composition II..... 3
+	OAS102	Advanced Business Document Formatting & Skillbuilding 3
+	OAS105	Document Editing & Proofreading 2
+	OAS160	Administrative Technology & Procedures <u>3</u>
		16

Third Semester		Credits
+	OAS200	Speedbuilding 1
+	ELECTIVE	Accounting Elective 3
	ELECTIVE*	Humanities Elective 3
	ELECTIVE	Management Elective 3
	ELECTIVE	Mathematics Elective 3
	ELECTIVE*	Natural Science Elective <u>3-4</u>
		16-17

Fourth Semester		Credits
+	ACC120	Payroll Accounting 3
+	BUS211	Business Communications 3
+	OAS249	Advanced Microsoft Suite 3
+	OAS291	Internship I 1
+	ELECTIVE	Technical Elective 3
	ELECTIVE*	Social Behavioral Science Elective <u>3</u>
		16

Total Program Credit Hours 62-63

* See page 44-45 for Natural Science, Humanities and Social Behavioral Science Electives.

* CIS090 Introduction to Computers and OAS090 Keyboarding Basics are prerequisites to CIS104, CIS112, CIS113, CIS117, CIS118, CIS119, OAS101 and/or OAS104. A placement test is available for CIS090 & OAS090. See the Admissions Office.

+ Students must attain a 2.00 grade point average in these technical courses to graduate.

Office Assistant Certificate

Business and Public Services Division

A one-year certificate is available for students who need a quick entry into the job market. The skills needed for entry-level positions in today’s fast-paced and automated business office are provided in this program. The office assistant is prepared to assemble facts and figures from office records and express them in statements, letters, and forms; file office records, operate calculators, photocopy machines, and the latest word processing equipment; and assist with general business duties such as responding to mail, making arrangements for business trips, and scheduling appointments.

Students can earn the associate degree by completing one year of full-time study beyond the Office Assistant Certificate.

Career Outlook

Employment opportunities should be very good, especially for those who have obtained excellent communication skills. Although many of the tasks that secretaries perform have become automated, it will be those tasks which require personal contact and communication which will continue to play a key role in the office activities of most organizations.

Program Learning Outcomes

Students will be able to:

1. Exhibit proficient keyboarding skills.
2. Demonstrate language arts skills such as proofreading, grammar, and punctuation.
3. Demonstrate proficiency in computer software skills.
4. Demonstrate time management and organizational skills.

<u>First Semester</u>		<u>Credits</u>
	CIS104*	Desktop Management..... 1
+	CIS112*	Microsoft Word 3
	CIS119*	PowerPoint..... 1
	ENG111	Composition I..... 3
	OAS101*	Business Document Formatting & Skillbuilding..... 3
+	OAS110	Records Management..... 3
		<u>14</u>

<u>Second Semester</u>		<u>Credits</u>
+	CIS113*	Microsoft Excel..... 3
	CIS117	Publisher 1
	CIS118*	Access..... 1
	ENG112	Composition II..... 3
+	OAS102	Advanced Business Document Formatting & Skillbuilding 3
+	OAS105	Document Editing & Proofreading.... 2
+	OAS160	Administrative Technology & Procedures 3
		<u>16</u>

Total Program Credit Hours 30

* CIS090 Introduction to Computers and OAS090 Keyboarding Basics are prerequisites to CIS104, CIS112, CIS113, CIS117, CIS118, CIS119, and/or OAS101. A placement test is available for CIS090 & OAS090. See the Admissions Office.

+ Students must attain a 2.00 grade point average in these technical courses to graduate.

Office Management

Associate of Applied Business in Office Administrative Services

Business and Public Services Division

Office management is a critical component in the efficient and effective office operations. All organizations need timely and effective office and administrative support to operate efficiently. Office and administrative support supervisors and managers coordinate this support. These workers are employed in virtually every sector of the economy, working in positions as varied as teller supervisor, customer services manager or shipping and receiving supervisor.

Career Outlook

Employment is expected to grow by 6 percent during the 2006-2016 period. According to the Bureau of Labor Statistics, office and administrative support supervisors and managers held 1.4 million jobs in 2006. Although jobs for office and administrative support supervisors and managers are found in practically every industry, the largest number are found in organizations with a large administrative support workforce, such as banks, wholesalers, government agencies, retail establishments, business service firms, health care facilities, schools and insurance companies. Because of most organizations' need for continuity of supervision, few office and administrative support supervisors and managers work on a temporary or part-time basis.

Program Learning Outcomes

Students will be able to:

1. Apply language arts skills such as proofreading, grammar, and punctuation.
2. Apply proficiency in computer software skills.
3. Define the problem, identify, develop, and implement possible solutions.
4. Explain the major styles of management.

Accounting Electives:

- ACC111 Financial Accounting
- OAS103 Office Accounting

Mathematics Electives:

- MTH105 Quantitative Reasoning
- MTH109 College Algebra
- STA120 Introduction to Statistics

First Semester

		Credits
+	CIS112^ Microsoft Word.....	3
	ENG111 Composition I.....	3
+	OAS101 Business Document Formatting & Skillbuilding.....	3
+	OAS110 Records Management.....	3
+	ELECTIVE Accounting Elective.....	<u>3</u>
		15

Second Semester

		Credits
	BUS221 Business Law.....	3
	CIS113^ Microsoft Excel.....	3
+	CIS118^ Access.....	1
	ENG112 Composition II.....	3
+	MGT110 Management.....	3
	OAS102 Advanced Business & Skillbuilding ...	<u>3</u>
		16

Third Semester

		Credits
	ECO212 Microeconomics.....	3
+	MKT110 Marketing	3
+	OAS160 Administrative Technology & Procedures.....	3
+	ELECTIVE Mathematics.....	3
	ELECTIVE* Natural Science Elective	<u>3-4</u>
		15-16

Fourth Semester

		Credits
+	BUS211 Business Communications	3
	CIS117^ Microsoft Publisher	1
+	MGT210 Human Resource Management.....	3
+	OAS249 Advanced Microsoft Suite	3
+	OAS291 Internship I.....	1
	ELECTIVE* Humanities Elective	3
	ELECTIVE* Social Behavioral Science Elective.....	<u>3</u>
		17

Total Program Credit Hours 63-64

* See page 44-45 for Natural Science, Humanities and Social Behavioral Science Electives.

^ CIS090 Introduction to Computers and OAS090 Keyboarding Basics are prerequisites to CIS112, CIS113, CIS117, and CIS118. A placement test is available for CIS090 & OAS090. See the Admissions Office.

+ Students must attain a 2.00 grade point average in these technical courses to graduate.

Paraprofessional Education Associate of Applied Science

Business and Public Services Division

The paraprofessional education degree program prepares individuals for instructional teacher assistant positions in Pre-K to grade 12 settings. The program was developed to meet the Ohio Department of Education standards for the Paraprofessional Associate License. The curriculum integrates classroom and field experiences to provide the student with the opportunity to apply skills and techniques with multiple age groups.

A student who wishes to be recommended for the Paraprofessional Associate License must meet the criteria of the program as stated in the student handbook. Students must also show completion of standard first aid training, child/adult CPR, common childhood illness recognition and child abuse and neglect training through additional college courses or approved community providers to be eligible for licensure.

All students are required to have a documentation file which includes: a recent records check through the Bureau of Criminal Investigation and Identification and the FBI. The appropriate forms are available from Education faculty and/or the division secretary. Specific program policies are stated in the ECD/EDU/EDP Student Handbook.

Career Outlook

Employment of paraprofessionals is projected to grow 8 percent from 2016 to 2026, about as fast as the average for all occupations. Rising student enrollment along with state and federal funding for education programs should affect growth.

Program Learning Outcomes

Graduates of the Paraprofessional Educator program will:

1. Demonstrate knowledge of learning and child development in order to assist the classroom teacher.
2. Assist teachers in creating learning environments that promote high levels of student learning and achievement.
3. Apply instructional strategies that accommodate various learning styles, intelligences, and exceptionalities.
4. Assist in assessing students using various assessment tools for the purpose of informing instruction and ensuring student learning.
5. Collaborate with students, parents, other educators, administrators, and the community to support student learning.
6. Demonstrate an understanding of the importance of professional growth, ethical conduct, and involvement as an individual and as a member of a learning community.

First Semester		Credits
+ EDP160 [^]	Intro to Paraprofessional Education..	4
EDU100	Introduction to Teaching	3
+ EDU150	Child Development I.....	3
ENG111	Composition I.....	3
PSY110	General Psychology	<u>3</u>
		16

Second Semester		Credits
+ EDP202*	Support Children w/Severe Disabilities	3
+ EDU120	Guidance & Classroom Management	3
+ EDU220	Special Education	3
+ EDU230	Family, School, Community.....	3
PSY230	Life Span Development.....	3
ELECTIVE*	Natural/Physical Science Elective	<u>3-4</u>
		18-19

Third Semester		Credits
+ EDU140	Strategies for Teaching Reading.....	3
+ EDU180	Health, Safety and Nutrition	2
+ EDU210	Creative Arts Curriculum.....	3
+ EDU240	Educational Psychology	3
+ EDU270*	Cultural & Linguistic Diversity	3
ENG112	Composition II.....	<u>3</u>
		17

Fourth Semester		Credits
+ EDP290*	Paraprofessional Internship	2
+ EDU250	Education Seminar	2
+ EDU260	Instructional Technology	3
+ ENG230	Children’s Literature.....	3
ELECTIVE	Mathematics Elective	<u>3</u>
		13

Total Program Hours **64-65**

Mathematics Electives:

MTH105	Quantitative Reasoning
MTH109	College Algebra
STA120	Introduction to Statistics

Natural /Physical Science Elective:

* Select any 3 or 4 hour Natural /Physical Science Elective from pg. 39.

+ Students must attain a 2.00 grade point average in these technical courses to graduate.

[^] For an ODE Paraprofessional Associate License, students must have a grade of “B” or higher in EDP160, EDU270, EDP202, and EDP290.

Pre-Business Administration Associate of Science

Business and Public Services Division

Students who wish to transfer to a four-year business program, can complete the first two years at Northwest State and earn an Associate of Science in Pre-Business Administration. Courses will transfer to four-year colleges and universities. Each transfer student will want to meet with the college or university to ensure a 2 + 2 seamless pathway. Each college or university has their own set of program requirements.

Career Outlook

Employment opportunities are varied and will depend on each individual goal. Entry-level management positions are found in the manufacturing, retail, food service, banking and governmental services. Individuals interested in sales positions will find many opportunities. Both nationally and in the state of Ohio business services sales positions, particularly technical sales are expected to grow much faster than the average. Companies which are new and existing will be hiring managers. Service industries, such as food service, will experience a faster than average growth.

Program Learning Outcomes

Students who complete the Pre-Business Administration program will be able to transfer to four-year colleges in degree programs in which students will be able to:

1. Demonstrate comprehension of the major styles of management.
2. Demonstrate mastery of a foundation of business understanding.

Humanities Electives:

At least one from each prefix

HUM210	Humanities & Cultures: Renaissance to Present
HUM209	Humanities & Cultures: Ancient & Medieval Worlds
HUM221	Music Appreciation
HUM230	Art Appreciation
PHI110	Critical Thinking & Logic
PHI201	Introduction to Philosophy
PHI210	Ethics

Literature Electives:

ENG223	Interpretation of Literature
ENG240	Introduction to Poetry
ENG241	Introduction to Fiction
ENG250	American Literature I
ENG251	American Literature II
ENG260	British Literature I
ENG261	British Literature II

First Semester

		Credits
ACC111	Financial Accounting.....	3
ECO212	Microeconomics.....	3
ENG111	Composition I.....	3
MGT110	Management.....	3
ELECTIVE	Humanities Elective	<u>3</u>
		15

Second Semester

		Credits
ACC112	Managerial Accounting.....	3
CIS114	Microsoft Applications.....	3
ENG112	Composition II.....	3
MKT110	Marketing.....	3
ELECTIVE	Humanities Elective	<u>3</u>
		15

Third Semester

		Credits
MTH109	College Algebra.....	3
SSC210	Cultural Diversity	3
ELECTIVE	Humanities Elective	3
ELECTIVE	Natural Science Elective.....	4
ELECTIVE	Social Behavioral Science Elective	<u>3</u>
		16

Fourth Semester

		Credits
ECO211	Macroeconomics.....	3
STA222	Business Statistics.....	3
ELECTIVE	Humanities Elective	3
ELECTIVE	Literature Elective.....	3
ELECTIVE	Natural Science Elective.....	<u>4</u>
		16

Total Program Credit Hours

62

Natural Science Electives:

One course per prefix

BIO101	Principles of Biology
BIO115	Ecology
BIO250	Genetics
PHY140	Astronomy
PHY251	Physics: Mechanics and Heat
PHY252	Physics: Electricity and Magnetism

Social Behavioral Science Electives:

HIS101	U.S. History Pre-1876
HIS102	U.S. History Post-1876
PSY110	General Psychology
SSC101	Sociology
SSC120	American Government

Pre-Kindergarten

Associate of Applied Science in Early Childhood Development

Business and Public Services Division

The early childhood development (ECD) degree program prepares individuals for teaching positions in child care facilities, Head Start centers, and pre-schools as well as provides professional training for in-home child care providers. The curriculum integrates classroom and field experiences to provide the student with the opportunity to apply skills and techniques in fostering the young child’s language, cognitive, physical, social, emotional, and creative growth.

This program is approved by the Ohio Department of Education for the Pre-Kindergarten Associate License. A student who wishes to be recommended for the Pre-Kindergarten Associate License must meet the criteria of the program as stated in the student handbook and must formally apply for admission. Students must also show completion of standard first aid training, child CPR, common childhood illness recognition and child abuse and neglect training through approved community providers or online to be eligible for licensure. The student must have day-time availability for field placements.

All students are required to have a documentation file which includes: a recent medical statement, ODJFS Background Check and records check through the Bureau of Criminal Investigation and Identification and the FBI. The appropriate forms are available from Education faculty and/or the division secretary. Specific program policies are stated in the ECD/EDU/EDP Student Handbook.

Career Outlook

Employment of preschool teachers is projected to grow 10 percent from 2016 to 2026, faster than the average for all occupations. Growth is expected due to a continued focus on the importance of early childhood education.

Program Learning Outcomes

Graduates of the Pre-Kindergarten program will:

1. Apply content knowledge in early childhood learning environments.
2. Create learning environments that promote growth and development and achievement for all students.
3. Apply instructional strategies to promote students’ learning and meet the needs and interests of all students.
4. Assess students using various assessment tools for the purpose of informing instruction and ensuring student learning in PreKindergarten learning environments.
5. Collaborate with students, families, other educators, administrators, and the community to support student learning.
6. Demonstrate responsibility for professional growth, performance and involvement as an individual and as a member of a learning community.

First Semester		Credits
+ ECD190 [^]	Fundamentals of Early Childhood Education.....	3
ECD150	Infant Toddler Development.....	3
EDU100	Introduction to Teaching	3
+ EDU150	Child Development 1	3
ENG111	Composition I.....	3
PSY110	General Psychology	<u>3</u>
		18

Second Semester		Credits
+ ECD201 [^]	Pre-K Curriculum & Methods.....	3
+ EDU120	Guidance & Classroom Management	3
+ EDU220	Special Education	3
+ EDU230	Family, School, Community.....	3
ELECTIVE*	Natural/Physical Science Elective	<u>3-4</u>
		15-16

Third Semester		Credits
+ EDU140	Strategies for Teaching Reading.....	3
+ EDU180	Health, Safety and Nutrition	2
+ EDU210	Creative Arts Curriculum.....	3
+ EDU240	Educational Psychology	3
+ EDU270*	Cultural & Linguistic Diversity	3
ENG112	Composition II.....	<u>3</u>
		17

Fourth Semester		Credits
+ ECD290	Pre-Kindergarten Practicum.....	3
+ EDU250	Education Seminar	2
+ EDU260	Instructional Technology	3
+ ENG230	Children’s Literature.....	3
ELECTIVE	Mathematics Elective	<u>3</u>
		14

Total Program Hours 64-65

Mathematics Electives:

MTH105	Quantitative Reasoning
MTH109	College Algebra
STA120	Introduction to Statistics

Natural/Physical Science Elective:

* Select any 3 or 4-hour Natural/Physical Science Elective from pg. 39

+ Students must attain a 2.00 grade point average in these technical courses to graduate.

[^] ODE Pre-K Associate License requires grade of “B” or higher in ECD190, ECD201, EDU270, and ECD290.

Real Estate Certificate

Business and Public Services Division

Real estate agents assist people in buying, selling and renting properties and businesses. Real estate agents work for brokers on a contractual basis. Some real estate agents work for construction companies, promoting homes that the company is building. Students who complete the Real Estate Certificate are qualified to pursue licensure as a real estate salesperson.

The Ohio Real Estate Commission has approved the following courses in preparation for licensure: REA210 Real Estate Principles, REA220 Real Estate Law, REA230 Real Estate Finance and REA240 Real Estate Appraisal. Credits earned in the Real Estate Certificate also apply toward a Banking & Finance degree.

NSCC Real Estate courses are offered online to fit the needs of students with busy lifestyles.

<u>First Semester</u>		<u>Credits</u>
+ ACC111	Financial Accounting.....	3
	ENG111	3
+ REA210	Real Estate Principles.....	3
+ REA220	Real Estate Law.....	3
	Mathematics Elective.....	<u>3</u>
		15

<u>Second Semester</u>		<u>Credits</u>
+ ACC112	Managerial Accounting.....	3
	CIS114	3
	BUS211	3
+ REA230	Real Estate Finance.....	3
+ REA240	Real Estate Appraisal.....	<u>3</u>
		15

Total Program Credit Hours 30

Career Outlook

The demand for home purchases and management of rental units is high now and expected to grow in the future. People will continue to move to other parts of the country, creating a demand for home sales, while others will be seeking larger homes as their income increases. Employment for real estate agents is projected to grow approximately 6 percent through 2026. Rates generally follow the health of the economy and the real estate market.

Program Learning Outcomes

Student will be able to:

1. Explain basic terms regarding real estate.
2. Define the laws governing the real estate industry.
3. Explain terms and procedures regarding real estate financing.
4. Apply the techniques of appraising to determine the value of a residential real estate property.

Mathematics Electives:

- MTH105 Quantitative Reasoning
- MTH109 College Algebra

+ Students must attain a 2.00 grade point average in these technical courses to graduate.