First-line supervisors of retail sales workers would directly supervise and coordinate activities of retail sales workers in an establishment or department. Duties may include management functions such as purchasing, budgeting, accounting, and personnel work, in addition to supervisory duties. Reported job titles include manager, store manager, assistant manager, department manager, shift manager, meat department manager, assistant store manager, office manager, bakery manager, and deli manager.

First-line supervisors of non-retail sales workers would directly supervise and coordinate activities of workers other than retail sales workers. Supervisors may perform a variety of duties that include budgeting, accounting, and personnel work, in addition to supervisory duties. Reported job titles include area sales manager, branch manager, director, district sales manager, inside sales manager, manager, outside sales manager, sales manager, sales supervisor, and vice-president of sales.

Today’s successful managers need a variety of skills, including communication, 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 relations, accounting, marketing, salesmanship, 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. The business management program offers a weekend college option along with the typical schedule of daytime or evening classes.

Business & Public Services Division

Questions:
NSCC Admissions Office
(419) 267-1320
admissions@NorthwestState.edu

www.NorthwestState.edu

Education Pays
Average Annual Earnings Based on Education

Based on data from the Bureau of Labor Statistics

NSCC is accredited by:
The Higher Learning Commission
(312) 263-0456
www.ncahighered.com
## PROGRAM SEQUENCE

### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC111: Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUS101: Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CIS114: Microsoft Applications</td>
<td>3</td>
</tr>
<tr>
<td>ECO212: Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENG111: Composition I</td>
<td>3</td>
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<td><strong>Total</strong></td>
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### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
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<td>ACC112: Managerial Accounting</td>
<td>3</td>
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<tr>
<td>ENG112: Composition II</td>
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</tr>
<tr>
<td>MGT110: Management</td>
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</tr>
<tr>
<td>MKT110: Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics Elective</td>
<td>3</td>
</tr>
<tr>
<td>Social Behavioral Science Elective</td>
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<td><strong>Total</strong></td>
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### Third Semester

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>BUS221: Business Law</td>
<td>3</td>
</tr>
<tr>
<td>CIS113: Microsoft Excel</td>
<td>3</td>
</tr>
<tr>
<td>MGT210: Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>MKT230: Salesmanship</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
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<td><strong>Total</strong></td>
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### Fourth Semester

<table>
<thead>
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<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACC221: Cost Accounting I</td>
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<tr>
<td>BUS221: Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUS250: Labor Relations</td>
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<tr>
<td>MGT280: Business Climate Analysis</td>
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<tr>
<td>Natural Science Elective</td>
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<td><strong>Total</strong></td>
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</table>

### Total Program Credit Hours

<table>
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<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>63</strong></td>
</tr>
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</table>

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

Course curriculum is subject to change. Please consult with an Academic Advisor for up-to-date information.

Updated 6/12/19