

September 2010

Welcome! Thank you for selecting Hocking College for your career educational needs. We recognize that you have many choices as to where to spend your educational dollars and are pleased that you selected one of Hocking's programs.

Your classroom/lab experiences are aimed at developing the necessary skills that Hocking College has developed from working with employers, students, faculty and administrators. Your program has been designed to give you a hands-on experience so that you learn by doing.

Your time at Hocking College is valuable so we encourage you to take full advantage of the extra curricular activities offered through various programs and areas like the Student Center. Please take some time to stop at the Information desk in the Center and check out the many activities planned for this quarter. You have made an investment in yourself- maximize on that investment by seizing as many Hocking College opportunities as possible.

Your academic advisor is a great resource and will provide many advising opportunities for you during your career at Hocking. Our desire is that your experience at Hocking College is both enjoyable and successful. **Hocking College will be moving to a semester system Fall 2012. It is imperative that you work with your advisor to finish your school work before Fall Quarter 2012.** At anytime, if there are ways that we may assist you, please stop by the School of Engineering, Business & Computer Information Technologies office in John Light Hall 367.

Sincerely,

Neil Hinton, Dean

The Technology segment of the Hocking College Experience and the accompanying Program Handbook will give you an overview of your chosen career field.

The courses which you will be taking during your first year will be described. We will do our best to give you an idea of what each course is about, why it is important, and how it prepares you for later courses in the curriculum and the good job which each of you wants!

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PROGRAM DESCRIPTION

Hocking's Business Management technology prepares students for work in a variety of business careers ranging from manager trainee to field sales. Students are prepared for entry-level career positions as managers, manager trainees, and, ultimately, to own and operate their own business. For individuals already in the field of business this program provides an opportunity to add new skills and to enhance current expertise.

The flexibility of the Business Management curriculum allows students to tailor a course of study to meet their own career goals and interests. Students may specialize by completing 15 credit hours from one of these focused areas:

- Accounting
- Financial Management
- Human Resources Management
- Microcomputer Applications
- Real Estate
- Retail Marketing Management
- Marketing
- International Business
- Hocking Transfer Module

Faculty utilize a variety of educational approaches in their teaching including individualized instruction. They incorporate innovative materials including interactive video and commercial microcomputer software such as Excel, Peachtree Accounting, WordPerfect and Windows 2000 which provide focused business applications. Real-life business experiences include: working with broadcast students to produce marketing videos, operating a business at the Paul Bunyan Show in cooperation with hospitality students and working in several on-campus student run businesses. Your capstone experience will be writing a complete business plan for a small business that you may actually start!

FACULTY PROFILE

BUSINESS MANAGEMENT TECHNOLOGY FACULTY

Mary Kay Leffler, 2010

Instructor of Business Management; B.S. in Business Administration (Ohio University); M.L.I.S. (Kent State University); 12 years working experience as an accountant and most recently as a Technology Coordinator.

Marc Newman, 1977

Professor of Business Management; Ph.D., (Ohio University); 30 years previous teaching experience; 19 owned own business, 1 year related experience as financial analyst.

Dave Ransom, 2004

Instructor of Business Management; Masters of Business Administration, (Ohio University); Bachelors of Science, Computer Information Systems, (Brigham Young University-Hawaii); 30 years experience in owning/ operating a small business; 15 years consulting business.

William Rood, 1988

Instructor of Accounting and Business Law; M. Ed. (Ohio University); Licensed Broker; 17 years related experience as a Real Estate Broker in industry.

JOB MARKET OPPORTUNITIES, PROFILES, COMPETENCIES

SMALL BUSINESS OPERATORS

File: Occupations

OVERVIEW

Small business operators own and manage small firms that sell goods or services.

Small business operators plan and manage their businesses. Of operators who sell goods, some manufacture the goods they sell. Other business owners buy the goods from a manufacturer. Some small business operators provide services, such as word processing or cleaning. Small business operators are found in almost every industry. They provide almost every type of good or service.

Operators hire, train, and supervise employees. They manage finances, data processing, administrative services, and property management. In very small businesses, operators may do everything themselves. In larger business, employees handle some of the management tasks. Operators must promote their product. Some operators do this by advertising in newspapers and trade magazines or on the radio. Other business owners make phone calls to find customers. Some business owners visit corporations and try to set up contracts to sell their product. In order to make goods, business owners must buy the parts. Thus they must order parts and keep track of when they have all been used.

Small Business Operators is a specialty of business Executives and managers. For more information about related occupations, please see CIS occupation business Executives and Managers.

RELATED OCCUPATIONS

- Business Executives and Managers
- Education Administrators
- Financial Managers
- Health Services Administrators
- Hotel and Motel Managers
- Management Analysts
- Non-Profit and Association Managers
- Personnel Managers
- Production Managers
- Public Administrators
- Sales and Service Managers

JOB MARKET OPPORTUNITIES, PROFILES, COMPETENCIES (CONT'D)

BUSINESS EXECUTIVES AND MANAGERS

File: Occupations

OVERVIEW

Business executive and managers run corporations. They develop plans that will help their businesses.

Executives and managers are in charge of companies. They create and review goals for the company. They work with other executives, vice-presidents, and boards of directors on this project. They make both long- and short-range plans to achieve those goals. Once the plans are set, managers make sure the company is following the changes. They do this by meeting with the managers of all the departments and getting progress reports. Managers and executives supervise some workers. Executive vice-presidents may oversee general managers of different areas. Examples are marketing, personnel, training, and administrative services. In smaller firms, business managers may be responsible for purchasing, hiring, training, and all other day-to-day supervisory duties.

Business executives and managers include a variety of positions. These positions include chief executive officers, department store managers, and small business operators. For more information on Small Business Operators, see that CIS specialty.

The main goal of for-profit businesses is to make money. Organizations must do this in the face of consumer, technological, economic, and international changes. Nonprofit and government organizations must operate while meeting frequent budget cuts. For more information on managers of not-for-profits and associations, see the CIS specialty Non-profit and Association Managers.

JOB MARKET OPPORTUNITIES, PROFILES, COMPETENCIES (CONT'D)

WORKER CHARACTERISTICS

- Good ability to use words well, both when speaking or writing
- Ability to check written material, such as reports, for errors
- Ability to solve problems and make decisions
- Ability to work with numbers, such as when creating a budget
- Desire to be a leader and influence others
- Willingness to perform tasks that use different skills
- Willingness to supervise others and be in charge of projects

Business executives and managers must be able analyze information. They often have too much or too little information when they are making decisions. Thus, they need to be able to evaluate the facts. Once a decision is made, they must support it.

PHYSICAL DEMANDS

- Frequently talk and listen to others, such as in a meeting
- Frequently need to see nearby items clearly, such as when reading a newspaper
- Frequently sit for long periods
- Occasionally use arms and hands to reach for and hold items, such as stock reports
- Occasionally use fingers to make fine movements, such as type
- Occasionally need to judge distances and spatial relationships
- Occasionally need to see the difference between colors, such as when looking at an advertisement

WORK SETTING

Business executives and managers spend most of their time indoors. General managers in large firms work in offices close to the area that they supervise. Top executives may have large offices. Many business executives and managers work more than 40 hours a week. They often work evenings and weekends. Some executives frequently travel to meetings and conferences. They may also travel to overseas, national, and regional offices. Executives and managers are occasionally exposed to the weather. This may happen while they are traveling or while they are inspecting a building. In large companies, managers and executives often transfer between the parent company and local offices.

JOB MARKET OPPORTUNITIES, PROFILES, COMPETENCIES (CONT'D)

WAGES

Salary levels vary depending upon the worker's level of responsibility and length of service. Pay also varies with the type and location of the firm. The size of the company can have a big influence on salary. For example, a manager in a very large corporation can earn much more than an equal worker in a small company. Health insurance and a retirement plan are common benefits. The use of executive dining rooms, company cars, and expense allowances are other benefits. Chief executive officers (CEOs) of some corporations may have the use of private aircraft. Other benefits include stock options, dividends, and performance bonuses. Salaries are often related to the size of the corporation. Larger companies tend to pay higher wages.

Business executives and managers are among the highest paid workers in the country. Senior vice presidents and heads of lending of large banks earn about \$16,670/month. Managers of some of the largest corporations earn as much as \$60,000/month. Of course, most business executives and managers earn much less.

In Ohio, the average salary for all full-time business executives and managers in the state is \$4,010/month. The middle half of these managers receive between \$2,550 and \$6,820/month.

The monthly wages for business executives and managers in selected cities are given below:

City	Average Wage	Middle Range
Akron	\$1,290	\$1,090 - \$1,570
Canton	\$2,900	\$2,230 - \$3,530
Cincinnati	\$1,930	\$1,310 - \$2,710
Cleveland	\$2,360	\$1,830 - \$3,080
Columbus	\$2,970	\$2,240 - \$3,750
Dayton	\$2,850	\$2,560 - \$3,110
Toledo	\$4,030	\$3,490 - \$5,730
Youngstown	\$2,720	\$2,140 - \$3,220

JOB MARKET OPPORTUNITIES, PROFILES, COMPETENCIES (CONT'D)

CURRENT EMPLOYMENT

Nationally, about 3,209,600 business executives and managers work in this very large occupation. They work in every industry. Some of the biggest areas are manufacturing, wholesale and retail trade, and services. Jobs for business executives and managers are found all over the country. These jobs are most common in big cities.

In Ohio, this is a very large occupation. About 150,650 business executives and managers work in the state.

OUTLOOK

Nationally, this occupation is expected to grow about as fast as average through the year 2006. Both new and existing companies will hire managers. There will be many more job seekers than jobs available. In part, openings are limited because many executives transfer between executive positions. This limits openings for new entrants. In addition, more managers are seeking jobs because many companies have reduced the number of the managers they need. This has added to the supply of experienced managers who are seeking positions. Some job openings will appear as executives retire or move to other jobs.

Projected employment growth for business executives and managers varies with the industry. For example, employment growth is expected to be faster than average in services industries, such as food service. However, growth is expected to be only as fast as average in finance, insurance, and real estate. In manufacturing, employment of managers is projected to decline.

Experienced managers will have the best chances of finding jobs. They need to have strong leadership skills and the ability to improve the competitive position of an organization. In an increasingly global economy, certain types of experience will help. This experience includes international economics, marketing, information systems, or knowledge of several languages.

JOB MARKET OPPORTUNITIES, PROFILES, COMPETENCIES (CONT'D)

In Ohio, employment of business executives and managers is expected to grow about as fast as average through 2006. About 5,190 job openings are expected each year.

Metropolitan Area Employment and Occupational Outlook Table

Area	Employment	Employment Trend	Total Annual Openings
Akron	8930	Increasing	315
Canton	4940	Increasing	170
Cincinnati	23610	Increasing	915
Cleveland	31830	Moderately	1160
Columbus	23470	Increasing	970
Dayton	12500	Moderately	420
Toledo	8610	Increasing	300
Youngstown-Warren	6530	Increasing	235

PREPARATION

The educational background of managers and top executives varies widely. A bachelor's degree is usually required for entry-level jobs. These jobs include management trainee and beginning supervisor. Some companies prefer a bachelor's degree in business administration. Other companies prefer skills such as data processing, research and development, or marketing. The departments that manager direct are usually related to their skills.

Graduate and professional degrees are common. A master's degree is required in fields such as engineering. A Ph.D. is required for research positions. A professional degree is required in fields such as law. On the other hand, a degree is not required to become a manager in some industries. Examples are retail trade and transportation.

Most managers start in supervisory or trainee positions. Many executive and high-level manager positions are filled by promoting managers already in the company. However, some companies prefer to hire managers from other businesses.

JOB MARKET OPPORTUNITIES, PROFILES, COMPETENCIES (CONT'D)

RELATED OCCUPATIONS

Education Administrators
Financial Managers
Health Services Administrators
Hotel and Motel Managers
Management Analysts
Non-Profit and Association Managers
Personnel Managers
Production Managers
Production Managers
Public Administrators
Sales and Service Managers
Small Business Operators

RELATED EDUCATIONAL PROGRAM

Banking and Finance
Business Management and Administration
Economics Programs
Hospitality Management
Marketing and Sales
Public Administration Programs

520		HOCKING COLLEGE				Associate in Applied Business in Business Management and Entrepreneurship	
08/03/10		COURSE OF STUDY				FOR STUDENTS ENTERING JUNE, 2010 THRU MAY, 2011	
COURSE NO.	FIRST QUARTER		CLASS HOURS	LAB HOURS	JUNE, 2010 CREDIT HOURS	COURSE FEE *	
BUS 100	P W Small Business Management I	T	3.00	2.00	3.00	\$ 5	
BUS 110	W Marketing	T	3.00	2.00	3.00	\$ 5	
ACC 100	P W Accounting I	G	2.00	3.00	3.00	\$ 5	
BUS 105	W History of American Business	G	3.00	.00	3.00		
COMM 122	P W Communications II	G	3.00	.00	3.00	\$ 15	
GS 101	P Focus on Success	G	1.00	.00	1.00	\$ 20	
OAT 180	P Keyboarding	G	1.00	1.00	1.00	\$ 25	
TOTALS			16.00	8.00	17.00	\$ 75	
SECOND QUARTER							
BUS 101	P W Small Business Management II	T	3.00	2.00	3.00	\$ 5	
BUS 102	P Principles and Practices of Management I	T	3.00	2.00	3.00		
ACC 101	P Accounting II	G	2.00	3.00	3.00	\$ 5	
BUS 200	W Business Law	G	3.00	.00	3.00		
COMM 123A	P W Communications III - Job Communication	G	3.00	.00	3.00	\$ 15	
BUS ***	P W Business Elective	T	.00	.00	3.00		
TOTALS			14.00	7.00	18.00	\$ 25	
THIRD QUARTER							
BUS 103	P W Principles and Practices of Management II	T	3.00	2.00	3.00		
ACC 162	Microcomputer Accounting	G	1.00	4.00	2.00	\$ 30	
BUS 201	Advanced Business Law	G	4.00	.00	4.00		
ECON 140	P Principles of Microeconomics	G	4.00	.00	4.00		
MATH 108	P W Introduction to Algebra	G	4.00	.00	4.00	\$ 21	
TOTALS			16.00	6.00	17.00	\$ 51	
SUMMER QUARTER							
SEE YOUR ADVISOR REGARDING COURSE OFFERINGS.							
FOURTH QUARTER							
BUS 130	Sales	T	2.00	3.00	3.00		
BUS 243	Business Systems Control	T	2.00	3.00	3.00	\$ 5	
BUS 247	Excel for Windows	T	2.00	3.00	3.00	\$ 36	
PSYC 154	Interpersonal Relation. (SL/CR)	G	3.00	.00	3.00	\$ 7	
S/P ---	Social Science Elective	G	3.00	.00	3.00		
BUS ***	Business Elective	T	.00	.00	3.00		
TOTALS			12.00	9.00	18.00	\$ 48	
FIFTH QUARTER							
BUS 210	W Human Resources Management	T	3.00	2.00	3.00		
BUS 248	Advanced Excel	T	2.00	3.00	3.00	\$ 36	
COMM 104	P W Job Search Techniques	G	1.00	.00	1.00	\$ 10	
BIOS 100	OR P W Health Science - The Human Machine	G	3.00	.00	3.00		
BIOS 101	Environmental Science	G	3.00	.00	3.00	\$ 30	
BUS ***	Business Electives	T	.00	.00	6.00		
TOTALS			9.00	5.00	16.00	\$ 46	
SIXTH QUARTER							
BUS 260	Business Planning (Capstone)	T	2.00	3.00	3.00	\$ 24	
HUM 203	W Ethics, Values, and Morality	G	3.00	.00	3.00	\$ 5	
BUS 294	OR Business Management Cooperative Work Experience	T	1.00	10.00	2.00		
BUS 296	Business Management Practicum	T	1.00	7.00	2.00		
COMM 130	OR Speech	G	3.00	.00	3.00	\$ 10	
COMM 135	Verbal Career Skills	G	3.00	.00	3.00	\$ 10	
BUS ***	Business Electives	T	.00	.00	3.00		
TOTALS			9.00	10.00-13.00	14.00-20.00	\$ 39	

P = Courses available on PACE W = Courses available online.
CREDIT HOURS: TECHNICAL 50.00-56.00 GENERAL 50.00 TOTAL 100.00-106.00 ESTIMATED TOTAL COURSE FEES: \$ 284

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.
SEE REVERSE SIDE FOR IMPORTANT COMMENTS

SPECIFIC COMMENTS FOR Business Management and Entrepreneurship

Students must choose from the following Psychology electives: PSYC 121 (Women In Transition), PSYC 150 (Intro To Psychology), PSYC 151 (Developmental Psychology), PSYC 152 (Abnormal Psychology) or PSYC 154 (Interpersonal Relationships).

Practicum and Co-Op Work Experiences: It is required in most programs and recommended in a few programs that you complete a practicum or cooperative work experience prior to graduation. These experiences involve an on- or off-campus work experience integrated with academic instruction in which learned concepts are applied to practical situations within your technology.

Additional Courses: You may take special topics (290) courses (1-5 credits) or individualized study (291) courses (1-5 credits) in addition to the traditional course of study listed.

GENERAL CURRICULUM COMMENTS:

*Course fees are in addition to tuition and will automatically be added to the student's account at the time of course registration. Course fees include fees for: 1) consumable materials used in the course; 2) technical equipment, computers, and software used in the course; and, 3) fees for national and international experiences, staffing of elective courses, development of alternative modes of instruction, low student to faculty ratios to assure student safety or enhance learning, transportation, and malpractice liability insurance in appropriate programs.

Communications Course Placement: Your Communications course sequence will be determined by assessment (ASSET or COMPASS) of reading and writing levels. Depending upon the assessment, you may be required to take COMM 044 (Fundamentals of Reading and Writing), COMM 054 (Communications Reading and Writing), and/or COMM 121 (Communications I) as prerequisites to COMM 122 (Communications II). Courses which are prerequisites to COMM 122 are required developmental courses and the credit hours must be added to the printed course of study.

Math Course Placement: Your math course sequence will also be determined by assessment (ASSET or COMPASS) Depending upon the assessment, you may be required to take MATH 102 (Pre-Algebra) or both MATH 101 (Basic Mathematics) and MATH 102 (Pre-Algebra) as a prerequisite to MATH 108 (Introduction to Algebra) or MATH 104 (Pharmacology Math). MATH 101 and MATH 102 are required developmental courses and the credit hours must be added to the printed course of study.

Understanding the Course of Study

The following information is provided to assist in understanding the course of study.

Quarter: Hocking College operates on a quarter system. The quarter is the period of time in which most courses are scheduled. Quarters are generally 11 weeks in length.

Course Number: The two, three or four letters and the three digits (for example, COMM 122) which identify the course being offered. The course number corresponds to the course description, a brief course outline of the subject matter of the course, in the course of study/course description catalog and on the web at www.hocking.edu.

PACE Courses: Courses preceded by a 'P' are offered in a PACE format. PACE courses allow you to enroll in the course any time the college is in session and to proceed through the course at your own rate of speed. The PACE labs (classrooms) are staffed with full-time instructors who are available to work with you on a one-on-one basis as needed to achieve the stated competencies. In most cases you may choose to complete the course in a traditional method or on PACE.

Online Courses: Courses preceded by a 'W' are offered in an online format via the World Wide Web and are taught by full-time faculty. In most cases you may choose to complete the course in a traditional method or online. Course fees for online courses are higher than fees listed on this course of study.

Type: All courses are identified as either technical (T) or general (G). Technical courses provide technical skills and knowledge required for career competency. General courses provide the common skills required in all work places and serve as a foundation for the technical program.

Credit Hours: The credit is a standard unit of measurement for college work. The number of contact hour per credit hour is determined by the type of activities (class hours, laboratory hours or practicum experiences).

Class Hours: Time scheduled as part of the instructional plan of most courses utilizing any combination instructional methods such as presentation, directed discussion, demonstration or use of audiovisual materials.

Lab Hours: Time scheduled as part of the instructional plan for the practical application of the theory presented in courses. Laboratory activities may include conducting experiments, practicing procedures or skills, or clinical or field experiences.

CURRICULUM

On the next few pages you will find information about the classes you are required to complete to obtain an Associate Degree in Business Management.

ENTRANCE TO/EXIT FROM THE BUSINESS MANAGEMENT DEGREE PROGRAM

(Traditional) FALL QUARTER ENTRY

The majority of our students begin their degree in the Fall Quarter of the academic year. As you will see on the next page (Course of Study Sheet), First Quarter begins in the Fall and the student follows this course to completion in the Sixth Quarter – the end of Spring of the second year.

SUMMER QUARTER ENTRY

Some of our students begin their degree in the Summer quarter. As you will see on the next page (Course of Study Sheet), the classes offered First Quarter/Fall are also offered during our Summer Quarter.

WINTER/SPRING QUARTER ENTRY

A limited number of First Year class offerings are available for students beginning their degree in these quarters. The student's schedule will usually be comprised of the select accounting courses offered that particular quarter and Elective Courses and Math/Communication Course requirements.

MID-QUARTER ENTRY (ANY QUARTER)

TRADITIONAL COURSES

Students wishing to begin their degree after the start of any academic quarter must receive the specific permission of the professor/instructor of that class which you want to enter.

PACE COURSES

Students wishing to begin their degree after the start of any academic quarter may enter a PACE course. Courses that are offered in the PACE format are designated with the letter (P) on the COURSE of STUDY SHEET, next page.

PROGRAM OF STUDIES

BUSINESS MANAGEMENT

YEAR 1

Quarter 1

Curriculum

Course No.	Course	Cr.Hrs.
BUS 100	Small Business Management I	3
BUS 102	Prin. & Practices of Mgt. I	3
BUS 110	Marketing	3
BUS 105	History of American Business	3
COMM 122	Communications II	3
OAT 180	Keyboarding	1

SMALL BUSINESS MANAGEMENT I

Principles of operating a business from the standpoint of ownership. Skills learned include business planning, effective entrepreneurship, and problem-solving. Management functions, legal considerations, and government regulations are also covered. The fastest growing sector of the U.S. economy is small business start-ups. This course helps the new owner succeed.

PRINCIPLES & PRACTICES OF MANAGEMENT I

The traits of a successful manager, whether in business, service organizations like hospitals, or modern families, includes the ability to focus on planning and structuring of job tasks. This is the first in a two part series which addresses management traits and expectations.

PROGRAM OF STUDIES

BUSINESS MANAGEMENT

Year 1

Quarter 1

Curriculum (continued)

MARKETING

A marketing focus is an American contribution to world commerce. Marketing strategies such as pricing, product and service promotion, and delivery to the market place can influence consumer buying behavior. The student learns the fundamentals of modern marketing, which leads to more successful salespeople, retail store owners, and service personnel.

HISTORY OF AMERICAN BUSINESS

An insight into the origins and development of modern American business is the emphasis of this course. Students learn about the factors which affect business success, and what lessons from the past teach us about operating businesses of the present.

KEYBOARDING

The Information Age requires information to be processed swiftly and efficiently. Students in this course learn to operate a computer for inputting data via computer keyboard, a skill required of clerks, managers, bookkeepers, administrative assistants, and personnel officers.

PROGRAM OF STUDIES

BUSINESS MANAGEMENT

Year 1

Quarter 2

Curriculum

Course No.	Course	Cr. Hrs.
BUS 101	Sm. Business Management II	3
ACC 100	Accounting I	3
BUS 200	Business Law	3
MATH108 B	Introduction to Algebra	3
COMM 123	Comm. III (Job Communic.)	3
BUS ***	Business Elective (Required)	3

SMALL BUSINESS MANAGEMENT II

Continuation of principles of operating a business focusing on daily operations. Advertising/promotion, marketing, accounting/record keeping, cash flow, employment/payroll, insurance, contracts, purchasing/buying, security, management of time/priorities and handling problems.

ACCOUNTING I

This is the fundamental building block for all of the accounting, recording, and bookkeeping skills required of business, retail stores, and office managers. This introduction to the basic accounting cycles and double-entry procedures prepares the groundwork for Actg. II and III.

BUSINESS LAW

Legal limitations faced by the business world along with contract sales and bailments. Skills learned include the legal ramifications of running a business with strong emphasis on contractual dealings. Mastery of fundamental legal skills is important to limiting risks and maintaining good business relationships in the world of work.

PROGRAM OF STUDIES

BUSINESS MANAGEMENT

Year 1

Quarter 3

Curriculum

Course No.	Course	Cr. Hrs.
BUS 103	Prin. & Pract. of Mgt. II	3
ACC 101	Accounting II	3
BUS 201	Advanced Business Law	4
ECON 140	Princ. of Microeconomics	4

PRINCIPLES & PRACTICES OF MANAGEMENT II

Second in a two part series continues the examination of management theory and practice with an emphasis on current trends in management. Along with leadership and motivation, the course discusses both the individual and interpersonal processes contributing to this part of management.

ACCOUNTING II

This course teaches the purpose and application of specialized journals such as sales, purchases, and cash receipts and payments (disbursements). Practical application is also emphasized in the areas of accounts receivable, payable, and vouchering systems.

The course continues to demonstrate how to prepare financial statements for merchandising businesses. These skills will be both necessary and valuable to both retail and accounting office positions.

PROGRAM OF STUDIES

BUSINESS MANAGEMENT

Year 1

Quarter 3

Curriculum (continued)

PRINCIPLES OF MICROECONOMICS

Introduction to major principles and issues of American economics. Measuring the economy, income distribution, unemployment, inflation, profit, taxes, and current economic issues and trends affecting the student's technical field.

ACADEMIC EXPECTATIONS

The academic mission statement for the Business Management Program at Hocking College is:

“To prepare students for entry-level career positions as managers or manager trainees, or to own and operate small businesses.

To provide programming to upgrade the skills of those persons already in the field of business by offering training packages to meet their specific needs.

A secondary purpose is to provide business and management courses to other technologies at Hocking College.”

Our Business Management Program attempts to accomplish that mission through this central objective or goal:

“THE GRADUATES OF THE ACCOUNTING PROGRAM WILL BE WELL PREPARED FOR ENTRY-LEVEL EMPLOYMENT.”

For our Accounting Program to fulfill this central objective or goal to our students and this institution of higher learning, our graduates must demonstrate certain competencies to obtain their Associates Degree. Many of these academic competencies directly correspond with the same levels of knowledge, skills, and attitudes you will need in the current job market.

Exit Competencies

To meet the above-mentioned Central Objective, graduates of the Business Management Technology must demonstrate the ability to

- ◆ **Effectively use a computer to develop accounting records.**
- ◆ **Make sound management decisions based upon planning and examination of appropriate alternatives.**
- ◆ **Understand the legal system as it relates to business systems.**
- ◆ **Develop and implement appropriate marketing strategies.**
- ◆ **Maintain high ethical standards in business dealings.**
- ◆ **Effectively perform the staffing process.**
- ◆ **Perform various analytical business tasks.**
- ◆ **Communicate effectively through varied media, e.g., written, verbal, visual.**
- ◆ **Use effective quantitative skills in business activities.**
- ◆ **Utilize professional demeanor through appropriate conduct, dress, and exhibited attitude.**

ACADEMIC EXPECTATIONS (CONT'D)

In addition, all graduates of Hocking College must demonstrate mastery of the following Core Competencies:

Communicates effectively

Demonstrates learning and critical thinking skills

Demonstrates math skills

Demonstrates knowledge of science and the environment

Maintains professional skills and attitudes

Maintains a code of ethics

Practices human relations skills

Demonstrates community, cultural, and global awareness

As on the job, you are expected to adapt to those with whom you are working. This means that every instructor is different just as you are unique compared to all other students. So part of your education is encountering different approaches and situations and responding to them to the best of your abilities.

The **primary expectation** to be successful academically is the same as that for success on the job: **regular attendance**. Attendance policies vary with instructors at Hocking College. Still, nothing succeeds like good attendance!

You are expected to read the course outline for each course that you take and do your part in order to achieve its objectives. In addition to attending, this means participating in class, performing assignments and projects, and submitting homework and taking examinations on time.

Generally, within the **Business Technology** A's, B's, C's and D's correspond to averaging over 90, 80, 70, and 60 percent respectively. However, grades earned are determined by the individual instructors, and these benchmarks may be greatly affected by attendance, participation, and professional attitude.

IN CONCLUSION

We are very proud of our Business Management Program here at Hocking. We are also very proud of our students – of their efforts and their accomplishments. We hope that in some way we have contributed to their successes.

PAST GRADUATES

Cory Taylor
Financial Advisor
American-Express
Ohio University Credit Union
Athens, Ohio

Joe Eckels
C & M Supervisor
American Electric Power
Pataskala, Ohio

Brenda Newman
Property Manager
Athens, Ohio

Jacquie Williams
Human Resources Manager
Grand Lido Negril Resort
Jamaica

Julan Remeckie
Trainee Financial Controller
SuperClubs Resorts
Jamaica

Steve Cunningham
Manager
Hyatt Hotel
Columbus, Ohio

Karen Richards
Front Desk
Hyatt Regency
Columbus, Ohio

Paul Biehl
CEO
Biehl Safety Services, Inc.
Athens, Ohio

Karem Sezer
Project Manager
Mansfield, Ohio

Pete Celaya
Computer Program
Hocking College
Nelsonville, OH

IMPORTANT QUESTIONS & ANSWERS FOR FIRST QUARTER STUDENTS

Q. Where do I get books that are needed for my classes?

A. Books need to be purchased through the Hocking College Bookstore; take your computer registration form with you to the bookstore.

Q. How do I get my student I.D.?

A. Student I.D.'s are made at the Hocking College Outreach Office located on the concourse JL 198. There is no charge for your I.D.

Q. Do I need a parking permit?

A. Yes. Your parking permit can be obtained at the Hocking College Campus Safety Office located by the bookstore. There is no charge for these permits.

Q. When do you register for next quarter?

A. Information will be sent through the mail instructing you on the dates when you can pick up your schedule from your advisor and when you can turn in your schedule to cashiers.

Q. What do you do when your advisor isn't available to assist in filling out your schedule of classes?

A. You can go to Academic Advising which is located in the Concourse or you can go to Academic Affairs in Oakley 204.

Q. How do you find out about extra classes or electives? I'd like to know about the different types of elective classes.

A. See your advisor and if not available, go to Academic Advising. They're open every day.

Q. Will there be help if I need tutoring for particular course work?

A. See your advisor and if not available, go to Academic Advising. They're open every day.

Q. Who can I talk to if I'm having personal problems?

A. There are counselors located in the Student Affairs Office located in Oakley 210.

Q. Can I work, volunteer, or do internship work prior to graduation?

A. Check with your Academic Advisor or with the Student Employment Office.

Q. Will there be jobs after graduation?

A. Job placement varies in each program. Job Search Techniques teaches students how to seek for employment. To assist students, Hocking College has a Placement Office located in the Concourse area on the first floor.