

Business Technologies

The business technologies division is dedicated to providing a current and relevant technical education to those pursuing careers in business and related fields.

We strive to:

- maintain consistently high academic standards.
- provide a technology-based education.
- provide business and industry with graduates who are qualified in their chosen fields.
- develop and adapt courses of study to meet current and future needs.
- build the academic foundation for study beyond the associate degree.
- make course offerings available to those individuals and organizations who wish to acquire supplemental education and training.

Today's business world demands highly-skilled employees oriented to the preparation, interpretation and use of oral, written and number-based data. The business technologies division provides the opportunity to acquire those skills via 20 degree programs and option offerings in nine career fields which include:

- accounting
- administrative information
- automotive
- business management
- financial services
- information reporting
- legal assisting
- marketing management
- operations management

The Business @ a Distance Consortium is an exciting collaboration by several Ohio two-year colleges to deliver Web-based business course options to Stark State's associate of applied business degree in business management technology. For more information regarding this innovative program, refer to the business management technology – business @ a distance online option page in this section.

Accounting Technology

The accounting curriculum gives students the solid foundation in accounting theory that is necessary for entry- to upper-level accounting positions and career advancement.

This curriculum meets the necessary requirements for graduates to sit for the Certified Public Accountant's (CPA) Examination as set forth in the *Ohio General Code*. Candidates must have obtained at least an associate's degree with a concentration in accounting that includes related courses in other areas of business administration and complete the Graduate Record Examination (GRE) before sitting for the CPA examination. After four years of approved work experience, the candidate may be certified.

Other job opportunities are tax accounting, governmental accounting, industrial/cost accounting, not-for-profit accounting and accounting for small business.

Accounting majors study general accounting theory and, in addition, may specialize in public accounting (CPA) and corporate accounting (controllorship). As an alternative to going directly to work in an accounting position after graduation, some students major in accounting for a good, solid educational foundation and, after completing their baccalaureate degree, go on to graduate school. For many graduates, accounting has proven to be an excellent foundation for advancement to top executive positions.

The College also offers a one-year certificate program in bookkeeping for non-degree-seeking students. Students may apply credits earned in this certificate program to the accounting associate degree program. Students will be awarded a certificate in bookkeeping upon completion of the courses listed.

The goal is that students successfully completing an accounting technology program, or one of its options, will be exposed to all the tools and skills necessary to be successful in the undertaking of a career in their chosen field of accounting. They will have covered all the technical knowledge required and practiced its application in practical situations. All the subject matter covered on the Uniform Certified Public Accountant exam is within the curriculum. The student will demonstrate their acquired knowledge and abilities throughout the program within the individual classes and in the capstone course.

The current business environment requires all prospective employees to have good communication skills, both written and oral, and to be able to interact with co-workers and clients in a professional manner. Employers expect their workers to have strong computational skills, to be computer literate, and to be able to think critically. All students completing a program at Stark State will be introduced to, and provided practice in, these basic competencies, which they are expected to master.

Bookkeeping Certificate

SUGGESTED COURSE SEQUENCE

Semester I			Credit Hours
ACC	121	Principles of Accounting I	4
BUS	121	Business Administration	4
CAP	120	Business Computer Applications*	4
BUS	123	Business Math	4
ENG	124	College Composition †	3
			<hr/>
			19
Semester II			Credit Hours
ACC	122	Principles of Accounting II	4
ACC	229	Accounting Practice and Problems	3
ACC	227	Current Accounting Topics	3
ENG	123	Business Communication	3
ACC	130	Business Law and Ethics	3
			<hr/>
			16

35 SEMESTER CREDITS

* Successful completion of OAD102, 104, 105 and 106 equivalent to and may be substituted for CAP120.

† Based on SSCT placement score.

In an effort to meet the needs of students, courses required in each of the programs are scheduled in sequence to accommodate those attending on a full-time or part-time basis. All students should consult their academic advisors to plan their schedules and course sequence appropriately.

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Accounting Technology

CPA and Corporate Options

SUGGESTED COURSE SEQUENCE

			Credit Hours
Semester I			
ENG	124	College Composition †	3
BUS	123	Business Mathematics	4
BUS	121	Business Administration	4
ACC	132	Financial Accounting*	4
ACC	127	Quantitative Methods of Accounting and Finance	3
			18
Semester II			
ENG	123	Business Communication	3
CAP	120	Business Computer Applications***	4
ACC	221	Intermediate Accounting I	4
ACC	133	Managerial Accounting	4
BUS	122	Basic Economics	3
			18
Semester III			
SPH	121	Effective Speaking	3
ACC	124	Taxation	4
ACC	222	Intermediate Accounting II	4
ACC	223	Cost Accounting	4
		Accounting Elective****	3
			18
Semester IV			
PSY	121	General Psychology**	3
ACC	225	Auditing	4
FIN	122	Principles of Finance	4
		Accounting Elective****	3
ACC	130	Business Law and Ethics	3
			17

71 SEMESTER CREDITS

* Student may select ACC 121 and ACC122 in place of this course.

** Student may select PSY124, SOC121, or SOC225 in place of this course.

*** Successful completion of OAD102, 104, 105 and 106 is equivalent to and may be substituted for CAP120.

† Based on SSCT placement score.

**** Options Electives

CPA Option: Students should select two from ACC226, ACC228, ACC232, or Co-op. (NOTE: Students planning to sit for the CPA Examination should consider taking ACC226, ACC228, and/or ACC232 as their electives.)

Corporate Option: Students should select two from ACC226, ACC 227, ACC228, ACC229 or Co-op.

EDP Option: Students should select two from ACC 227, ACC 229 or Co-op.

Tax Option: Students should select two from ACC228, FIN223 or Co-op.



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Administrative Information Technology

Students who choose career programs offered in the administrative information technologies department are in enviable positions. There are tremendous opportunities and career choices for people with skills in information management software and office technology. Career options for administrative professionals at all levels are rapidly expanding as a result of the automation of administrative functions.

Administrative professionals are required to have strong technical and interpersonal skills and function as an integral part of work groups and management teams in work environments. Skills acquired in the administrative information technology degree program creates paths to other careers in computers, desktop publishing, administration, human resources and management.

The International Association of Administrative Professionals defines an administrative professional as "an executive assistant who possesses a mastery of office skills, who demonstrates the ability to assume responsibility without direct supervision, who exercises initiative and judgment and who makes decisions within the scope of assigned authority."

The curriculum in the administrative information technology degree program is highly computerized. Most courses utilize computers and current software. Courses include instruction on fax machines, copiers, scanners and voice input software. The Internet and Web page design are also part of the curriculum.

The administrative information technologies department utilizes alternative delivery methods. Many courses are Web-enhanced or Web-delivered. Day, evening, Saturday and once-a-week sections are offered.

Graduates in the administrative information technology department often continue toward other advanced degrees at other colleges and online universities.

The Microsoft Corporation has expanded its certification process to include certification testing for most Microsoft Office products. Tests are available at *Core* and *Expert* levels. The Microsoft Office Specialist (MOS) program is a validation program that gives office professionals credentials that can prove they know how to use Microsoft Office applications efficiently and productively.

The Advanced Technology Center of Stark State College is an authorized testing site for the Microsoft MOS exams.

For more information regarding certification contact the department head of administrative information technologies.

The goal is that graduates of this program will be able to organize work areas, use resources, make decisions and exhibit proficiency in the use of office procedures and information systems used in automated office environments. Graduates should be able to apply practical knowledge and utilize technical skills such as keyboarding, transcription, proofreading, document production, microcomputer applications, records management, and the use of the Internet.

Graduates should demonstrate employability skills and professionalism through sound work habits, ethics and responsibility, and work in individual, team and group settings.

Graduates should be able to communicate ideas and information verbally and in written form. They should also have computational skills for solving business problems and for making analytic judgments. They should be able to acquire, organize and evaluate information for making decisions and solving problems in business environments.

Students who are enrolled at the College for at least one semester and who have passed the Certified Professional Secretary (CPS) examination are eligible to receive credit toward an associate of applied business degree in administrative information technology subject to the review and approval of the appropriate department heads.

*Designated courses in the administrative information technologies department contain the content of Microsoft certification tests. Courses leading to certification are **italicized in bold** and contain the names of Microsoft Office software applications.*



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Administrative Information Technology

SUGGESTED COURSE SEQUENCE

		Credit Hours
Semester I		
ENG 124	College Composition †	3
OAD 130	Communication and Transcription Skills	3
OAD 121	Keyboarding/Formatting	3
BUS 123	Business Math	4
CAP 120	Business Computer Applications**	4
BUS 121	Business Administration	4
		21
Semester II		
<i>OAD 127</i>	<i>Word Processing – Microsoft Word</i>	3
ACC 121	Principles of Accounting I	4
ENG 123	Business Communication	3
OAD 129	Keyboarding Skillbuilding(8 wks)	1
OAD 131	Graphic Design Concept	3
OAD 132	Records Management	3
		17
Semester III		
<i>OAD 226</i>	<i>Spreadsheets - Microsoft Excel</i>	3
ACC 130	Business Law and Ethics	3
OAD 131	Graphic Design Concept	3
	Social Sciences Elective*	3
<i>OAD 104</i>	<i>Computer Applications – PowerPoint(8 wks)</i>	1
SPH 121	Effective Speaking	3
OAD 128	Desktop Publishing – Microsoft Publisher	3
		16
Semester IV		
BUS 122	Basic Economics	3
OAD 227	Administrative Procedures and Systems	3
OAD 232	Office Administration Practicum	3
<i>OAD 236</i>	<i>Database Applications – Microsoft Access</i>	3
OAD 225	Administrative Machine Transcription	3
OAD 238	Web Publishing – Microsoft Front Page	3
		18

72 SEMESTER CREDITS

* May select from SOC121 or PSY121.

** Successful completion of OAD102, 104, 105 and 106 is equivalent to and may be substituted for CAP120.

† Based on SSCT placement score.

Bold italicized courses indicate courses that contain content for Microsoft Office Specialist (MOS) certification.



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Administrative Information Technology

One-Year Certificate Program

Stark State College offers a one-year certificate program in administrative information technology for non-degree-seeking students. Students selecting the certificate program may apply credits earned in this one-year program to the associate degree program, if they decide to pursue it. They will be awarded a certificate in administrative information technology upon completion of the courses listed.

Some of these courses may require prerequisite knowledge or skill. Refer to the course descriptions in the back of this catalog and/or check with the department head of administrative information technologies.

SUGGESTED COURSE SEQUENCE

Semester I			Credit Hours
OAD	121	Keyboarding/Formatting	3
<i>OAD</i>	<i>127</i>	<i>Word Processing – Microsoft Word</i>	<i>3</i>
ENG	124	College Composition †	3
		Social Sciences Elective*	3
BUS	123	Business Math	4
CAP	120	Business Computer Applications**	4
			<hr/> 20
Semester II			Credit Hours
<i>OAD</i>	<i>236</i>	<i>Database Applications – Microsoft Access</i>	<i>3</i>
ENG	123	Business Communication	3
<i>OAD</i>	<i>226</i>	<i>Spreadsheet - Microsoft Excel</i>	<i>3</i>
OAD	131	Graphic Design Concepts	3
OAD	132	Records Management	3
			<hr/> 15

35 SEMESTER CREDITS

Students must complete an application upon completion of the courses in the certificate program. Applications may be obtained from the department head of administrative information technologies.

* Successful completion of OAD102, 104, 105 and 106 is equivalent to and may be substituted for CAP120.

** May select from SOC121 and PSY121.

† Based on SSCT placement score.

Bold italicized courses indicate courses that contain content for Microsoft Office Specialist (MOS) certification.

In an effort to meet the needs of students, courses required in each of the programs are scheduled in sequence to accommodate those attending on a full-time or part-time basis. All students should consult their academic advisors to plan their schedules and course sequence appropriately.

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Automotive Technology

The service and repair of today's automobiles is and will continue to be very challenging. Because of technological advances and the quest for higher levels of customer service and satisfaction, today's automotive technician will need greater knowledge and competency levels than ever before.

During the last 20 years, there has been a rapid expansion in the use of electronics and microprocessor controls on automobiles. Today's automobiles can have up to 42 on-board computers and microprocessors that control engine management, emissions, occupant restraints, and on-board navigation systems. Along with their technical skills, today's technicians must also have good computer, communication and customer contact skills.

Stark State College's automotive technology program consists of three options: the comprehensive automotive technology program, the General Motors automotive service educational program (GM ASEP), and the corporate/Toyota T-TEN certificate of completion program.

Stark State's automotive technology curriculum blends classroom theory and hands-on training, thus giving the student the knowledge base and competencies they will need to process technical information, solve automotive problems and use diagnostics effectively.

The program's low student-to-instructor ratio provides the student with the opportunity to actively participate in classroom and lab activities. Graduates of Stark State's automotive technology programs will be well prepared for a career as service technicians, dealership service advisors, service or parts managers, independent service facility operators, factory service representatives, insurance claims adjusters or lab test technicians. If students wish to pursue a bachelor degree after graduating from the program, they may transfer their Stark State credits to many well known four-year college and universities.

Stark State's automotive programs have been locally and nationally rated by the Industry Planning Council of the American Automobile Manufacturers Association (AAMA).

All three of Stark State's automotive programs follow the guidelines required by the National Institute of Automotive Service Excellence (ASE). Many of Stark State's students pursue and pass ASE certification exams during the course of their instruction.

The automotive programs are fully accredited by the National Automotive Technicians Education Foundation (NATEF)

Graduates of the comprehensive automotive technology program and GM ASEP programs will receive an associate degree in applied science in automotive technology.

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Automotive Technology

Comprehensive Automotive Program

The Stark State College comprehensive automotive engineering training program is a two-year associate degree program designed for students seeking flexibility in their careers.

The curriculum is designed to provide the student with information about the service and repair of all of today's automobiles. Emphasis is placed on the three major domestic manufacturers (General Motors, Ford and Daimler Chrysler) and some foreign vehicles (Toyota, Isuzu, and Mazda, etc.).

The comprehensive automotive engineering technology program includes all of the tasks from the nationally recognized NATEF task list, for all eight ASE specialty areas.

Students graduating from the comprehensive automotive program will receive an associate degree in applied science in automotive engineering technology.

SUGGESTED COURSE SEQUENCE

			Credit Hours
Semester I			
AUT	121	Automotive Technical Skills	2
AUT	122	Automotive Systems and Engine Technology	4
AUT	123	Engine Diagnosis and Major Service	4
ENG	124	College Composition †	3
BUS	123	Business Math*	4
			17
Semester II			
AUT	124	Vehicle Chassis Systems	4
AUT	125	Automotive Electrical and Accessory Systems	4
AUT	126	Automotive HVAC Systems	2
BUS	121	Business Administration*	4
ACC	121	Principles of Accounting I*	4
			18
Semester III			
AUT	221	Fuel and Emissions Management Systems	3
AUT	222	Engine Systems Performance Diagnosis	3
AUT	223	Advanced Automotive Electronics	3
AUT	224	Automotive Diesel Systems	2
BUS	122	Basic Economics	3
CAP	120	Business Computer Applications*	4
			18
Semester IV			
AUT	225	Automotive Drivetrains I	3
AUT	226	Automotive Drivetrains II	3
AUT	227	Computerized Vehicle Controls	3
AUT	228	Automotive Service Management**	} 2
AUT	230	Technical Project**	
ETD	202	Independent Study**	} 2
AUT	233	Automotive Diagnostic Applications	
ENG	221	Technical Report Writing	3
ACC	130	Business Law and Ethics	3
			19

72 SEMESTER CREDITS

* Students planning to pursue a degree in engineering technology upon completion of an associate degree should substitute the following courses: ECA122, MTH123, MTH121, PHY121, and SPH122 in place of or in addition to the above marked courses.

**Electives: Select from AUT228, AUT230 or ETD202

† Based on SSCT placement score.



A COLLEGE TECH PREP PARTICIPANT

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Automotive Technology

GM ASEP Option

The General Motors automotive service educational program (GM ASEP) is an associate degree automotive program. It is designed exclusively for use by GM dealers as a source for trained, skilled technicians.

The curriculum is designed to be GM-specific. The program requires that every student be an employee of a GM dealership. The program combines automotive technology courses, related courses, and a strong background in math, reading and electronics.

The GM ASEP curriculum includes all of the tasks from the nationally-recognized NATEF task list, for all eight ASE specialty areas, plus, the content of over 56 GM training courses.

Students graduating from GM ASEP will receive an associate degree in applied science in automotive technology. They will also receive training credit for over 56 GM training courses.

SUGGESTED COURSE SEQUENCE

			Credit Hours
Semester I			
AUT	121	Automotive Technical Skills (GM ASEP)	2
AUT	122	Automotive Systems and Engine Technology (GM ASEP)	4
AUT	123	Engine Diagnosis and Major Service (GM ASEP)	4
ENG	124	College Composition †	3
BUS	123	Business Math*	4
ETD	222	Engineering Technology Co-op (GM ASEP)**	2
			19
Semester II			
AUT	124	Vehicle Chassis Systems (GM ASEP)	4
AUT	125	Automotive Electrical and Accessory Systems (GM ASEP)	4
BUS	121	Business Administration*	4
ACC	121	Principles of Accounting I*	4
ETD	222	Engineering Technology Co-op (GM ASEP)**	2
			18
Summer Semester			
AUT	126	Automotive HVAC Systems (GM ASEP)	2
ETD	222	Engineering Technology Co-op (GM ASEP)**	2
			4
Semester III			
AUT	221	Fuel and Emission Management Systems (GM ASEP)	3
AUT	225	Automotive Drivetrains I (GM ASEP)	3
AUT	226	Automotive Drivetrains II (GM ASEP)	3
CAP	120	Business Computer Applications*	4
ETD	222	Engineering Technology Co-op (GM ASEP)**	2
			15
Semester IV			
ACC	130	Business Law and Ethics	3
ENG	221	Technical Report Writing	3
AUT	222	Engine Systems Performance Diagnosis (GM ASEP)	3
AUT	223	Advanced Automotive Electronics (GM ASEP)	3
AUT	227	Computerized Vehicle Controls (GM ASEP)	3
ETD	222	Engineering Technology Co-op (GM ASEP)**	2
			17

73 SEMESTER CREDITS

* Students planning to pursue a degree in engineering technology upon completion of an associate degree should substitute the following courses: ECA122, MTH123, MTH121, PHY121, and SH122 in place of or in addition to the above marked courses.

** Students enrolling in ETD222 must have approval of the director of corporate automotive programs or the department head of the automotive program.

† Based on SSCT placement score.



A COLLEGE TECH PREP PARTICIPANT

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Automotive Technology

Corporate/Toyota T-TEN Certificate of Completion

The corporate/Toyota technical education network program (T-TEN) is a one-year accelerated certificate of completion program. It is designed exclusively for the student who is seeking a career as a service technician with Toyota Motor Sales USA, Goodyear, Bridgestone-Firestone, or other quality automotive employer.

The corporate/T-TEN curriculum is a blend of classroom theory and hands-on lab assignments. The curriculum follows both the ASE and NATEF guidelines. This allows the student to pursue ASE certification.

The corporate/T-TEN curriculum places a strong emphasis on Toyota vehicles and Toyota vehicle repair information along with Goodyear and Bridgestone-Firestone service procedures.

The corporate T-TEN program is a fast way to jump start your career. Students desiring to complete an associate degree need only take 24 additional credit hours of coursework. The program provides the student with nine of the 14 certification courses necessary to become a certified master Toyota technician.

SUGGESTED COURSE SEQUENCE

			Credit Hours
Semester I			
AUT	121	Automotive Technical Skills (Toyota T-TEN)	2
AUT	122	Automotive Systems and Engine Technology (Toyota T-TEN)	4
AUT	124	Vehicle Chassis Systems (Toyota T-TEN)	6
AUT	125	Automotive Electrical and Accessory Systems (Toyota T-TEN)	4
ETD	224	Engineering Technology Co-op(Toyota T-TEN)*	4
			20
Semester II			
AUT	123	Engine Diagnosis and Major Service (Toyota T-TEN)	4
AUT	126	Automotive HVAC (Toyota T-TEN)	2
AUT	221	Fuel Emission Management Systems (Toyota T-TEN)	3
AUT	223	Advanced Automotive Electronics (Toyota T-TEN)	3
AUT	227	Computerized Engine Controls (Toyota T-TEN)	3
ETD	224	Engineering Technology Co-op(Toyota T-TEN)*	4
			19
Semester III			
AUT	222	Engine System Performance Diagnosis (Toyota T-TEN)	3
AUT	225	Automotive Drivetrains I (Toyota T-TEN)	3
AUT	226	Automotive Drivetrains II (Toyota T-TEN)	3
AUT	233	Toyota Automotive Diagnostics Applications	2
ETD	224	Engineering Technology Co-op(Toyota T-TEN)*	4
			15

54 SEMESTER CREDITS



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Business Management Technology

The importance of effective management cannot be overstated. In any successful business or government, the skills of good managers are essential to that success. The ability to survive, grow and profit starts with the manager's ability to envision how a business can satisfy marketplace needs. In today's business world, companies are looking for managers who understand technology, can adapt quickly to change, skillfully motivate subordinates, and realize the importance of satisfying customers.

The goal is that students who successfully complete this program will be able to formulate goals and strategies to analyze the internal and external environment or business; describe and analyze patterns of organizational behavior within contemporary organizations and apply human relations skills to job situations; identify contemporary approaches to motivation and describe a variety of methods used to create and maintain a positive work environment; describe how personal and organizational values influence managers and their roles; and demonstrate and apply communications skills and quantitative methods.

SUGGESTED COURSE SEQUENCE

			Credit Hours
Semester I			
BUS	121	Business Administration	4
CAP	120	Business Computer Applications*	4
BUS	123	Business Math	4
ENG	124	College Composition †	3
SPH	121	Effective Speaking	3
			18
Semester II			
MGT	121	Principles of Management	3
MKT	121	Principles of Marketing	3
ACC	127	Quantitative Business Research Methods	3
ENG	123	Business Communication	3
ACC	132	Financial Accounting	4
			16
Semester III			
MGT	221	Supervision	3
BUS	221	Microeconomics	3
MGT	227	Operations Management	4
ACC	133	Managerial Accounting	4
			3
			17
Semester IV			
MGT	224	Human Resources Management	3
BUS	222	Macroeconomics	3
MGT	223	Business Decision-Making	4
SOC	121	Sociology	3
ACC	130	Business Law and Ethics	3
			3
			19

70 SEMESTER CREDITS

TECHNICAL ELECTIVES

FIN122	Principles of Finance
MGT222	Small Business Management
MGT 232	International Business
MGT228	Business to Business Marketing

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Business Management Technology

Finance Option

A company's managers must ensure that it has enough money to perform its tasks successfully, in both the present and the future. Adequate funds must be available to buy materials and equipment, pay bills, purchase additional facilities and compensate employees. Finance is the planning, obtaining and managing of the company's funds in order to accomplish its objectives efficiently and effectively.

The goal is that graduates of this option will be able to understand a financial plan and be able to demonstrate a working knowledge of the various investment markets, along with having a foundation for working with the basic principles of taxation. These skills are in addition to the previously mentioned outcomes for students in the business management technology.

SUGGESTED COURSE SEQUENCE

			Credit Hours
Semester I			
BUS	121	Business Administration	4
CAP	120	Business Computer Applications*	4
BUS	123	Business Math	4
ENG	124	College Composition†	3
SPH	121	Effective Speaking	3
			18
Semester II			
MGT	121	Principles of Management	3
MKT	121	Principles of Marketing	3
ACC	127	Quantitative Business Research Methods	3
ENG	123	Business Communication	3
ACC	132	Financial Accounting	4
			16
Semester III			
MGT	221	Supervision	3
BUS	221	Microeconomics	3
ACC	124	Taxation	4
ACC	133	Managerial Accounting	4
FIN	221	Investments and Securities	4
			18
Semester IV			
MGT	224	Human Resource Management	3
BUS	222	Macroeconomics	3
MGT	223	Business Decision-Making	4
SOC	121	Sociology	3
ACC	130	Business Law and Ethics	3
FIN	122	Principles of Finance	4
			20

72 SEMESTER CREDITS

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Business Management Technology

Business @ A Distance – Online Option

What is the Consortium?

The Business @ a Distance Consortium is a collaboration of several Ohio two-year colleges cooperating to deliver Web-based business course options to Stark State's associate of applied business degree in business management technology. Member colleges deliver online specialty courses, not offered at Stark State, that transfer into and count toward Stark State College degree requirements.

How does it work?

The student registers for the business management program at Stark State and takes the majority of their course requirements just as they would as a traditional student. During the last two semesters of the sophomore year, the student selects an available group of three to four courses from one of the Consortium members. The student applies for admission to the member college and takes the selected courses online. Once the courses are completed, the student requests that a transcript be sent to Stark State. The online courses are transferred to Stark State and the student is awarded the A.A.S. degree in business management with specialization in the chosen area.

Which colleges are members of the Consortium?

- ▶ Belmont Technical College
- ▶ Edison Community College
- ▶ James A. Rhodes State College
- ▶ Lakeland Community College
- ▶ Lorain Community College
- ▶ Marion Technical College
- ▶ Northwest State Community College
- ▶ Stark State College of Technology
- ▶ Terra Community College
- ▶ Washington State Community College

What consortium program options are currently available online that are not available at Stark State?

- ▶ Human Resource Management
- ▶ Tax Administration
- ▶ Industrial Supervision

More courses/programs are coming online each semester.



How do I start?

Contact Management and Marketing Department Head Jerry Myers at 330-966-5453, Ext. 4347 or by email at jmyers@starkstate.edu or SSCT Campus Consortium Liaison Dr. Glenda Zink at 330-966-5453, Ext. 4927 or by email at gzink@starkstate.edu.

In an effort to meet the needs of students, courses required in each of the programs are scheduled in sequence to accommodate those attending on a full-time or part-time basis. All students should consult their academic advisors to plan their schedules and course sequence appropriately.

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Business Management Technology

Health Services Option

One of the fastest changing fields in the U.S. today is healthcare with its many HMOs, PPOs and other health service providers. This option is designed to blend our basic management program with a basic knowledge of the healthcare industry, anatomy, insurance, physiology, and medical terminology. This program is designed for the health service person who handles insurance claims after they leave the doctor's office. Insurance claim processors such as Aultcare, Hometown

and Professional Claims Management can fully utilize the skills obtained from a graduate of this program.

The goal is that graduates in this option will demonstrate a working knowledge of claims processing and the health care industry; and be able to communicate using appropriate medical terminology. These skills are in addition to the previously mentioned outcomes for students in business management technology.

SUGGESTED COURSE SEQUENCE

			Credit Hours
Semester I			
BUS	121	Business Administration	4
CAP	120	Business Computer Applications*	4
BUS	123	Business Math	4
ENG	124	College Composition†	3
BIO	125	Medical Terminology	3
			18
Semester II			
MGT	121	Principles of Management	3
MKT	121	Principles of Marketing	3
ACC	127	Quantitative Business Research Methods	3
ENG	123	Business Communication	3
ACC	132	Financial Accounting	4
			16
Semester III			
MGT	221	Supervision	3
BUS	221	Microeconomics	3
BIO	101	Introduction to Anatomy and Physiology	3
SPH	121	Effective Speaking	3
ACC	133	Managerial Accounting	4
HIT	230	Healthcare in the United States	2
			18
Semester IV			
MGT	224	Human Resource Management	3
BUS	222	Macroeconomics	3
MGT	223	Business Decision-Making	4
SOC	121	Sociology	3
ACC	130	Business Law and Ethics	3
MAT	231	Reimbursement for Healthcare Services	3
			19

71 SEMESTER CREDITS

* Successful completion of OAD102, 104, 105 and 106 equivalent to and may be substituted for CAP120.

† Based on SSCT placement score.



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Business Management Technology

International Business Option

Few changes in the last ten years have had more impact on business than globalization, and this trend will continue in this new millennium. More and more U.S. companies are becoming aware that the way to expand and remain competitive is to enter the global marketplace. Coupled with continually advancing communications technology and the expansion opportunities abroad, global business will continue to grow as rapidly, if not more so, than in the past.

There will be more rapid shifts in the marketplace and less acceptance of imbalances. Trade will increase with former Eastern Bloc countries as they open up their economies to foreign trade and investment.

Graduates of this option will be able to demonstrate a working knowledge of global activities such as exchange rates, the world economy, banking, imports and exports, international law, and will understand the complexities that are prevalent in cultural diversity. These skills are in addition to the previously mentioned outcomes for students in business management technology.

SUGGESTED COURSE SEQUENCE

			Credit Hours
Semester I			
BUS	121	Business Administration	4
CAP	120	Business Computer Applications*	4
BUS	123	Business Math	4
ENG	124	College Composition†	3
SPH	121	Effective Speaking	3
			18
Semester II			
MGT	121	Principles of Management	3
MKT	121	Principles of Marketing	3
ACC	127	Quantitative Business Research Methods	3
ENG	123	Business Communication	3
ACC	132	Financial Accounting	4
			16
Semester III			
MGT	221	Supervision	3
BUS	221	Microeconomics	3
MGT	232	International Business	3
ACC	130	Business Law and Ethics	3
ACC	133	Managerial Accounting	4
			16
Semester IV			
BUS	223	International Economics	3
BUS	222	Macroeconomics	3
ACC	134	International Law	3
SOC	225	Cultural Diversity	3
MGT	223	Business Decision Making	4
MGT	224	Human Resource Management	3
			19

69 SEMESTER CREDITS

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† Based on SSCT placement score



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Business Management Technology

Small Business Option

Small businesses form the core of the U.S. economy. Business with fewer than 500 employees generate 47 percent of total U.S. sales and over half the nation's gross domestic product. Ninety-nine of every 100 U.S. business are small businesses. Small businesses employ about 53 percent of the nation's private non-farm workforce.

Small businesses make tremendous contributions to the economy and to society as a whole. Three of every four new jobs created over the past ten years were at small companies with fewer than employees. Even if students

don't start their own businesses, they will probably work for a small business at some point in their careers. Small businesses are more likely to hire the youngest and the oldest workers. In addition, small businesses offer significant opportunities to women and minorities.

The goal is that graduates of this option will be able to develop a business plan and will understand the complexities of renting versus owning property and equipment. Entrepreneurial spirit will be enhanced. These skills are in addition to the previously mentioned outcomes for students in the business management technology.

SUGGESTED COURSE SEQUENCE

			Credit Hours
Semester I			
BUS	121	Business Administration	4
CAP	120	Business Computer Applications*	4
BUS	123	Business Math	4
ENG	124	College Composition†	3
SPH	121	Effective Speaking	3
			18
Semester II			
MGT	121	Principles of Management	3
MKT	121	Principles of Marketing	3
ACC	127	Quantitative Business Research Methods	3
ENG	123	Business Communication	3
ACC	132	Financial Accounting	4
			16
Semester III			
MGT	221	Supervision	300
BUS	221	Microeconomics	3
ACC	130	Business Law and Ethics	3
ACC	133	Managerial Accounting	4
MKT	221	Sales	3
			16
Semester IV			
MGT	224	Human Resource Management	3
BUS	222	Macroeconomics	3
MGT	223	Business Decision-Making	4
SOC	121	Sociology	3
MGT	222	Small Business Management	3
MKT	226	Purchasing	3
			19

69 SEMESTER CREDITS

* Successful completion of OAD102, 104, 105 and 106 equivalent to and may be substituted for CAP120.

† Based on SSCT placement score.



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Financial Services Technology

The financial services curriculum provides training in *all* aspects of the financial planning process. This includes specialized training in credit, insurance, investments, retirement planning, employee benefits, and estate and income tax planning.

Providing personal financial services requires a competence and style similar to that of other professional consulting businesses. The adviser must be familiar with relevant strategies and products and must be able to evaluate each client's situation and unique requirements to recommend a suitable course of action. Financial products include insurance, loans, stocks and mutual funds, bonds and other interest-earning investments, real estate and retirement plans. The financial services professional must be aware of the advantages and shortcomings of the various financial products that a client may consider. Personal financial planning applies to all income levels; not just the wealthy.

The goal of this program is to provide graduates with all the tools and skills necessary to be successful in the undertaking of a career in the financial services field of their choosing. All the technical knowledge required to begin a career in financial services is provided and its application in real world situations is practiced extensively. The curriculum covers all of the knowledge base tested on the Certified Financial Planner examination. Students will be expected to demonstrate their acquired knowledge and abilities as they progress in the program and during the capstone Financial Cases course.

The current business environment requires all prospective employees to have good communication skills, both written and oral, and to be able to interact with co-workers and clients in a professional manner. Employers expect their workers to have strong computational skills, to be computer literate, and to be able to think critically. All students completing a program at Stark State will be introduced to, and provided practice in, these basic competencies, which they are expected to master.

SUGGESTED COURSE SEQUENCE

			Credit Hours
Semester I			
ENG	124	College Composition †	3
BUS	123	Business Mathematics	4
BUS	121	Business Administration	4
ACC	132	Financial Accounting*	4
ACC	127	Quantitative Methods of Accounting and Finance	3
			18
Semester II			
ENG	123	Business Communication	3
CAP	120	Business Computer Applications***	4
BUS	122	Business Economics	3
MKT	121	Principles of Marketing	3
FIN	123	Fundamentals of Financial Services	3
			16
Semester III			
SPH	121	Effective Speaking	3
ACC	124	Taxation	4
FIN	221	Investments and Securities	4
MKT	221	Sales	3
FIN	224	Insurance Planning	3
			17
Semester IV			
PSY	121	General Psychology**	3
FIN	223	Estate and Income Tax Planning	3
FIN	222	Retirement Planning and Employee Benefits	3
FIN	225	Financial Services Cases and Practices	3
FIN	122	Principles of Finance	4
ACC	130	Business Law and Ethics	3
			19

70 TOTAL CREDIT HOURS

* Student may select ACC121 Principles of Accounting I and ACC122 Principles of Accounting II in place of this course.

** Student may select PSY124, SOC121, or SOC225 in place of this course.

*** Successful completion of OAD102, 104, 105, and 106 is equivalent to and may be substituted for CAP120.

† Based on SSCT placement score.



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Information Reporting Technology

Associate Degree in Information Reporting

with options in Judicial Reporting, Captioning and Realtime Transcription

Note: All students entering the program must be high school graduates or have earned a GED certificate.

Reporting has joined the ranks of the IT professions because computers are an integral part of information reporting.

Information reporters are using their knowledge and skill to serve as information managers in complicated trials. **Freelance reporters** now have the ability to capture their deposition in digital format. A **broadcast captioner** can assist millions of deaf and hard-of-hearing persons by captioning television and news programs. **Education reporters** are assisting students who are hearing-impaired through the use of realtime technology. **Realtime transcriptionists** who develop the ability to use the shorthand machine as the input device for text entry are availing themselves of a multitude of job opportunities. **Webcast reporters** are reporters who have found their services in demand providing realtime reporting to the Internet in a new field where sales meetings, press conferences, product introductions and technical training seminars are instantly transmitted to all parties involved via computers.

The National Court Reporters Association states that today's technologically advanced reporting makes reporters even more valuable and secure than ever before. National average reporting salaries are \$61,000. In reporting, earning potential often is limited only by the amount of time a reporter is willing to devote to his or her profession.

Stark State College of Technology offers state-of-the-art technology, computer-aided instruction (CAI), and computer-aided transcription (CAT) training, which provide students with hands-on realtime writing experience and an extensive, conflict-free Phoenix theory personal dictionary, equipping the students for realtime reporting and preparing them for today's sophisticated reporting careers. The students write realtime to computers from the first week of class until graduation, preparing them for the sophisticated career of realtime

reporting. During the educational process, students create and maintain captioning/judicial stenotype writing dictionaries, as well as the Phoenix dictionary, which they will have on diskette upon graduation.

Captioning, a new option in the information reporting technologies program, is the outgrowth of the court reporting field and is a highly developed skill that is used to translate spoken communication into visual communication. A stenotype machine is connected to a state-of-the-art computer with special closed-captioning software that allows the writer to caption the spoken word in various TV/news programs, classrooms, conventions, and conferences. VITAC Corporation, a leading captioning company nationwide, is partnering with Stark State to provide the software, educational, and technical support. Stark State is presently a training site for VITAC Corporation, for transitional reporters currently in the field seeking a career change to captioning. Stark State College also conducts yearly captioning boot camps in conjunction with VITAC Corporation.

The information reporting technologies program offers distance learning opportunities through Web-based education in partnership with Stenograph University Online. Virtually anyone who has access to a computer will be able to take the program online, but the student will be required to have a computerized steno machine before taking any online courses.

The goal is that graduates will demonstrate the use of good grammar, punctuation and editing skills for transcription preparation and production; conduct research and realtime writing dictionary maintenance for broadcast reporting; communicate clearly and concisely; utilize all information reporting technology; exemplify a high standard of ethics as an information reporting professional and demonstrate employability skills and characteristics as an information reporting professional.

Graduation Stenotype Speed Requirements

Judicial Reporting

Three 5-minute machine shorthand tests of literary at 180 wpm, jury charge at 200 wpm and courtroom testimony material at 225 wpm must be passed with a minimum of 95% accuracy; must transcribe a simulated RPR skills test at RPR speed levels in 3.5 hours; and must write a simulated CCR skills test at a speed of 180-200 wpm literary for 5 minutes.

Captioning

One 5-minute machine shorthand test of literary at 200 wpm must be passed with 98% accuracy before writing a 30-minute broadcast news program with a TER goal of 98% accuracy or higher based on total word count. (TER=Total Error Rates)

Graduation keyboarding speed requirements for each option in the information reporting technology program:

Passing at least two 5-minute keyboarding tests from unfamiliar material at a minimum of 60 g/wpm (maximum of 5 errors).

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Information Reporting Technology

Judicial Reporting, Captioning and Realtime Transcription Options

SUGGESTED COURSE SEQUENCE

Semester I			Credit Hours
ENG	124	College Composition†	3
CAP	120	Business Computer Applications**	4
OAD	121	Keyboarding/Formatting	3
CCR	121	Court Reporting Theory I	4
OAD	130	Communication and Transcription Skills	3
			17
Semester II			
BUS	123	Business Math	4
BIO	101	Introduction to Anatomy and Physiology	3
		Technical Option Elective	3
CCR	122	Court Reporting Theory II	4
		Technical Option Elective	3
			17
Summer I			
CCR	129	Speed Building I	4
BUS	122	Basic Economics*	3
			7
Semester III			
ENG	123	Business Communication	3
ACC	130	Business Law and Ethics	3
		Technical Option Elective	3
CCR	130	Speed Building II	4
BUS	121	Business Administration	4
			17
Semester IV			
BUS	122	Social Science Elective*	3
		Technical Option Elective	3
		Technical Option Elective	3
CCR	123	Speed Building III (required lab)	2
CCR	232	Information Reporting Internship	2
			13

71 TOTAL CREDIT HOURS

* May select from SOC121 or PSY121

** Successful completion of OAD102, 104, 105 and 106 is equivalent to and may be substituted for CAP120.

† Based on SSCT placement score.

A stenograph machine must be purchased prior to beginning this program. Used machines are listed outside of faculty office B215Y. It is not necessary to buy new machine. Students will need a computerized stenograph machine for the second year.



Judicial Reporting Option

Courses in this track will include instruction in judicial reporting for careers in the court system and the freelance environment. Students will learn the process of recording verbatim testimony with a computerized stenograph machine utilizing realtime software applications and computer-aided transcription, preparing them for today's sophisticated reporting careers. *Suggested electives: Realtime Software Applications (CCR229), Realtime Transcription (CCR228), Judicial Procedures (CCR231), Legal Terminology (CCR131), Medical Terminology (BIO125), Captioning I (CCR230).*

Captioning Option

Courses in this option will include instruction in realtime/caption production technologies. Topics include evaluation of writing skills for captioning, development of research techniques for specific broadcasts, development/management of specific captioning dictionaries, knowledge of captioning software for reporting in broadcast environments. *Suggested electives: Captioning I (CCR230) Captioning II (CCR235), Realtime Software Applications (CCR229), Meteorology, Geography, World History, Deaf Culture and Astronomy.*

Realtime Transcription Option

Courses in this option will include instruction in operating realtime reporting software and developing the ability to use the shorthand machine as the input device for text entry in the production of legal, medical and judicial documents. Students will learn and practice specialized transcription skills.

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Legal Assisting Technology

Legal secretaries and legal assistants are employed in private law firms, offices of public defenders, court systems, government agencies, corporate legal departments, insurance companies, banks, real estate agencies, community service agencies and programs, consumer organizations and health care facilities.

The program prepares students to assist attorneys in the performance of their professional duties.

Today's law firms are redefining their management structure out of economic necessity. Effective use of support staff is becoming increasingly important.

The objectives of the legal assisting technology program are:

- to provide the basic legal knowledge and skills needed in legal and business environments.
- to develop the analytical and technical skills necessary to design, develop or plan modifications or new procedures, techniques, services, processes or applications in the field of law.
- to provide students with the practical hands-on opportunity to prepare or interpret legal documents and write detailed procedures for practicing in certain fields of law and general business environments.
- to provide students with an understanding of how to select, compile and use technical information.
- to teach students to analyze and follow procedural problems that involve independent decisions.
- to provide the communication skills for effective interaction with other members of the legal business community.

- to provide students with the opportunity to gain hands-on experience with microcomputer applications of word processing, databases and spreadsheets.
- to provide students with knowledge and expertise in various law office information systems and procedures for legal research using the Internet.
- to help students become more effective and efficient in law office management and procedures.

The goal is that graduates in the legal assisting technology will be able to organize work areas, use legal resources, make decisions, and exhibit proficiency in the use of legal office procedures and legal information systems used in law offices, government and private agencies.

Graduates should be able to apply practical knowledge and utilize technical skills such as: data input methods (keyboarding and voice recognition), transcription, proofreading, legal document production, microcomputer applications, legal research, records management, and use of the Internet.

Graduates should demonstrate employability skills and professionalism in legal office occupations, and work in individual, team and group settings.

Graduates must be able to form ideas and information verbally and in written form, use computational skills for solving legal office problems and making analytic judgments; acquire, organize and evaluate information to make decisions and solve problems in legal environments.

Students who are enrolled at the College for at least one semester and who have passed the Professional Legal Secretary (PLS) examination are eligible to receive credit toward an associate of applied business degree in legal assisting technology, subject to the review and approval of appropriate department heads.

Designated courses in the administrative information technologies department contain the content of Microsoft certification tests. Courses leading to certification are italicized in bold and contain the names of Microsoft Office software applications.

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Legal Assisting Technology

SUGGESTED COURSE SEQUENCE

			Credit Hours
Semester I			
ENG	124	College Composition†	3
OAD	132	Records Management	3
OAD	121	Keyboarding/Formatting	3
OAD	130	Communication and Transcription Skills	3
CAP	120	Business Computer Applications**	4
BUS	121	Business Administration	4
			20
Semester II			
OAD	224	Legal Office Procedures	3
ENG	123	Business Communication	3
OAD	129	Keyboarding/Skillbuilding (8 weeks)	1
PSC	121	Political Science	3
OAD	127	Word Processing Microsoft Word	3
BUS	123	Business Mathematics	4
			17
Semester III			
OAD	239	Legal Transcription	3
SPH	121	Effective Speaking	3
OAD	236	Database Applications – Microsoft Access	3
ACC	130	Business Law and Ethics	3
		Social Sciences Elective*	3
ACC	121	Principles of Accounting I	4
			19
Semester IV			
OAD	237	Legal Office Applications	3
OAD	235	Legal Research and Writing	3
OAD	226	Spreadsheets – Microsoft Excel	3
OAD	232	Office Administration Practicum	3
BUS	122	Basic Economics	3
			15

71 TOTAL CREDIT HOURS

* May use SOC121 or PSY121.

** Successful completion of OAD102, 104, 105 and 106 is equivalent to and may be substituted for CAP120.

† Based on SSCT placement score.

Bold italicized courses indicate courses that contain content for Microsoft Office Specialist (MOS) certification.

Students may use the following courses to receive a competency certificate in realtime transcription. A steno machine must be purchased prior to beginning the following courses. Used machines are listed outside faculty office B215Y. It is not necessary for students to purchase a new machine.

May use CCR121 CR Theory I in place of Communication and Transcription Skills

May use CCR122 CR Theory II in place of Database Applications Microsoft Access

May use CCR129 Speed Building I in place of Records Management

May use CCR130 Speed Building II in place of Spreadsheets Microsoft Excel

Must take Realtime Transcription



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Marketing Management Technology

The many jobs involved in getting goods and services to market make marketing a diverse and fascinating field. Marketing jobs often provide great opportunities for creativity, personal accomplishment and financial reward.

There are more than 750,000 people employed as marketing, advertising and public relations managers. Marketing managers develop the firm's detailed marketing strategy. With the help of staff, they determine the demand for products and services offered by the firm and its competitors. They also identify potential customers. Marketing managers develop pricing

strategy and work with advertising and sales managers to promote the firm's products and services to attract potential customers.

The goal is that graduates of the marketing management technology degree, or one of its options, will be able to apply mathematical skills appropriate to a management occupation; demonstrate proficiency with computers consistent with job demands; develop analytical skills in identifying and solving marketing/business problems; identify target markets for specific goods and services; determine the limits of test marketing techniques; use statistical methodology to evaluate test subjects, and develop a market plan.

SUGGESTED COURSE SEQUENCE

		Credit Hours
Semester I		
BUS 121	Business Administration	4
CAP 120	Business Computer Applications*	4
BUS 123	Business Math	4
ENG 124	College Composition†	3
SPH 121	Effective Speaking	3
		18
Semester II		
MKT 121	Principles of Marketing	3
BUS 221	Microeconomics	3
ACC 127	Quantitative Business Research Methods	3
ENG 123	Business Communication	3
ACC 132	Financial Accounting	4
		16
Semester III		
MGT 121	Principles of Management	3
BUS 222	Macroeconomics	3
MKT 221	Sales	3
MKT 222	Advertising	3
ACC 133	Managerial Accounting	4
MKT 227	Consumer Behavior	3
		19
Semester IV		
MKT 229	Market Planning	4
MKT 228	Business to Business Marketing	3
SOC 121	Sociology	3
ACC 130	Business Law and Ethics	3
MKT 233	Market Research	3
		16

69 SEMESTER CREDITS

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† Based on SSCT placement score.



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Marketing Management Technology

E-Commerce Marketing Option

Recently, the widespread adoption of intranets, extranets, and the acceptance of the Internet as a business platform have created a foundation for electronic commerce that offers the potential for organizations to streamline complex processes, lower costs, and improve productivity. Business to business e-commerce is poised for rapid growth in the future.

The goal is that graduates of this option will be able to develop a Web site; understand the role of the Internet/intranet; and use the Internet for obtaining research information. These skills are in addition to the previously mentioned outcomes for students in the marketing management technology program.

SUGGESTED COURSE SEQUENCE

		Credit Hours	
Semester I			
BUS	121	Business Administration	4
BUS	123	Business Math	4
ENG	124	College Composition†	3
SPH	121	Effective Speaking	3
ECA	228	Internet/ Intranet Software Design Applications I	3
			17
Semester II			
MKT	121	Principles of Marketing	3
ACC	127	Quantitative Business Research Methods	3
ENG	123	Business Communication	3
ACC	132	Financial Accounting	4
ECA	229	Internet/ Intranet Software Design Applications II	3
			16
Semester III			
MGT	121	Principles of Management	3
BUS	221	Microeconomics	3
MKT	232	Internet Marketing	2
MKT	222	Advertising	3
ACC	133	Managerial Accounting	4
ECA	225	Applied Interactive Software	3
			18
Semester IV			
MKT	229	Market Planning	4
BUS	222	Macroeconomics	3
MKT	228	Business to Business Marketing	3
SOC	121	Sociology	3
ACC	130	Business Law and Ethics	3
IMT	124	Design for Internet with DreamWeaver	3
			19

70 SEMESTER CREDITS

† Based on SSCT placement score.



A COLLEGE TECH PREP PARTICIPANT

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Marketing Management Technology

Sales Option

Effective selling isn't simply a matter of persuading others to buy. In fact, it's more accurately described today as helping others to satisfy their wants and needs.

U.S. Census data show that nearly 15% of the total labor force is employed in personal selling. When we include selling for non-profit organizations, we find that more than nine million people are employed in sales.

In many firms, the people working in the marketing department began their careers with the sales force. Sales experience gives them an understanding of the problems faced by salespeople, as well as the needs of customers. The people who determine marketing strategy must understand exactly how the products or services are sold and the buying methods of customers.

Many sales people earn a good living. Compensations are generally paid in proportion to the amount of sales generated.

Selling provides an excellent opportunity for people who do not like close supervision but still want the security of working for a large organization. A career in sales enables individuals to operate virtually as independent business people.

The goal is that graduates of this option will be able to make presentations in a professional manner using PowerPoint software; understand the concepts of customer relationship between selling and marketing; and be able to develop a sales force compensation system. These skills are in addition to the previously mentioned outcomes for students in the marketing management technology program.

SUGGESTED COURSE SEQUENCE

			Credit Hours
Semester I			
BUS	121	Business Administration	4
CAP	120	Business Computer Applications*	4
BUS	123	Business Math	4
ENG	124	College Composition†	3
SPH	121	Effective Speaking	3
			18
Semester II			
MKT	121	Principles of Marketing	3
BUS	221	Microeconomics	3
ACC	127	Quantitative Business Research Methods	3
ENG	123	Business Communication	3
ACC	132	Financial Accounting	4
			16
Semester III			
MGT	122	Principles of Management	3
BUS	222	Macroeconomics	3
MKT	221	Sales	3
ACC	133	Managerial Accounting	4
MKT	227	Consumer Behavior	3
			16
Semester IV			
MGT	221	Supervision	3
SOC	121	Sociology	3
ACC	130	Business Law and Ethics	3
MKT	229	Market Planning	4
MKT	226	Purchasing	3
MGT	224	Human Resource Management	3
			19

69 SEMESTER CREDITS

* Successful completion of OAD102, 104, 105 and 106 is equivalent to and may be substituted for CAP120.

† Based on SSCT placement score.



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Operations Management Technology

The heart of the free enterprise system in the United States has always been its manufacturers.

Operations management has become a challenging and vital element of American business. U.S. firms are as good as, or better than, competitors anywhere in the world.

Some of the major developments implemented by U.S. firms include: a customer focus, cost savings through site selection, faster response time to the market through flexible manufacturing, more savings on the plant floor through lean manufacturing, computer-aided manufacturing, total quality management and better statistical control techniques.

Operations refers to any process that accepts inputs and uses resources to change those inputs into useful outputs. Operations may include production operations such as computer manufacturers, building contractors and coal mines, or service operations such as hospitals, universities and banks.

The goal is that entry level graduates will be able to analyze and compare the major tasks of production and operations management; understand and apply quality control and other total quality management concepts; demonstrate statistical process control techniques; describe how personal and organizational values influence operations managers; and demonstrate and apply communications skills and quantitative methods.

SUGGESTED COURSE SEQUENCE

Semester I		Credit Hours
BUS 121	Business Administration	4
CAP 120	Business Computer Applications*	4
MTH 121	Intermediate Algebra and Trigonometry I	4
ENG 124	College Composition†	3
SPH 121	Effective Speaking	3
		<hr/> 18
Semester II		
MGT 121	Principles of Management	3
MKT 121	Principles of Marketing	3
MTH 222	Statistics	3
ENG 123	Business Communication	3
ACC 132	Financial Accounting	4
		<hr/> 16
Semester III		
MGT 227	Operations Management	4
MGT 221	Supervision	3
ACC 133	Managerial Accounting	4
BUS 221	Microeconomics	3
SOC 121	Sociology	3
		<hr/> 17
Semester IV		
PHY 101	Principles of Physics	3
MGT 224	Human Resource Management	3
ACC 130	Business Law and Ethics	3
MGT 223	Business Decision Making	4
BUS 222	Macroeconomics	3
MKT 226	Purchasing	3
		<hr/> 19

70 TOTAL CREDIT HOURS

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Business Technologies

Career Enhancement Programs*

Stark State College recognizes that not all students will seek an associate's degree. Individuals might need to develop specific sets of skills to qualify for or improve their performance in a given career setting. In response to this need, Stark State has developed "career enhancement" programs which document a student's proficiency in a variety of knowledge areas. The following series of courses are offered to non-degree seeking individuals desiring an opportunity to gain or improve marketable skills.

These courses are offered on campus, however, on-site training is also available for companies.

Students who decide to enroll in an associate degree program may apply these courses toward the degree if it is in the same area of study. Application for the "career enhancement" program should be made to the appropriate department head or academic dean.

Accounting and Finance

Financial Accounting Quantitative Methods of Accounting and Finance (ACC127)
Financial Accounting (ACC132)
Intermediate Accounting I (ACC221)
Intermediate Accounting II (ACC222)

Managerial Accounting Quantitative Methods of Accounting and Finance (ACC127)
Financial Accounting (ACC132)
Managerial Accounting (ACC133)
Cost Accounting (ACC223)

Taxation Taxation (ACC124)
Current Accounting Topics (ACC227)
Advanced Taxation (ACC228)
Estate and Income Tax Planning (FIN223)

Administrative Information

Real Time Transcription CR Theory I (CCR121)
CR Theory II (CCR122)
Speed Building I (CCR129)
Speed Building II (CCR 130-optional)

Broadcast Captioning Broadcast Captioning I (CCR230)
Broadcast Captioning II (CCR235)
Technical Electives - 9 hours
(see Department Head)

Legal Assisting Legal Transcription (CCR128)
Legal Office Procedures (OAD224)
Legal Research and Writing (OAD235)
Legal Office Applications (OAD237)

Administrative Information (continued)

Desktop Publishing Desktop Publishing – Microsoft Publisher (OAD128)
Graphic Design Concepts (OAD131)
Presentations – Microsoft PowerPoint (OAD233)
Web Publishing – Microsoft Front Page (OAD238)

Management and Marketing

Quality Management Principles of Management (MGT121)
Supervision (MGT221)
Business Decision-Making (MKT233)
Operations Management (MGT227)

International Business International Business (MGT232)
International Economics (BUS223)
International Law (ACC134)

Sales Sales (MKT221)
Consumer Behavior (MKT227)
Principles of Marketing (MKT121)
Purchasing (MKT226)

Supervision Principles of Management (MGT121)
Supervision (MGT221)
Cultural Diversity (SOC225)
Effective Speaking (SPH121)

*These programs offer professional development for those already employed in the field and may also serve as a starting point for those considering the pursuit of a full associate degree program. Existing knowledge or skill base is assumed for certain courses. Absence of same may require prerequisite coursework. Applicants must secure department head or academic dean approval before completing the registration process. Non-degree seeking students may not be eligible for financial aid.

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