

DIVISION OF BUSINESS, TECHNOLOGY & PUBLIC SERVICE

Office of the Dean
Phone: (419) 995-8065
Office: JJC 117

The Division of Business, Technology & Public Service provides entry into opportunities available in the profit, nonprofit and public service sectors of our communities, and the worldwide economy. The programs provide the background for entry into the modern and global information age. Graduates of this division will be prepared to meet the increasingly sophisticated job requirements that exist in today's workplace. The Division meets the needs of students pursuing degrees or seeking certificate coursework to enhance their current or future employment needs.

Majors

Accounting, Banking and Real Estate

- Accounting Major

Administrative Office Technology

- Executive Administrative Assistant
- Medical Administrative Assistant

Construction Engineering Technology

- Concrete Technology

Criminal Justice

- Law Enforcement Major
- Corrections Major

Culinary Arts

- Culinary Arts

Education

- Early Childhood Education Major

Human Service

- Human Service Major

Information and Emerging Technology

- Digital Media Technology
- Network Security
- Operations Excellence Technology
- Web Programming/Computer Programming

Integrated Systems Technology

- Advanced Manufacturing Technology
- Manufacturing Engineering Technology
- Mechanical Engineering Technology
- Electronic Engineering Technology

Management and Marketing

- Business Administration Major
- Marketing Major
- Human Resource Major

Paralegal/Legal Assisting

- Paralegal/Legal Assisting

Technical Standards Statement

While many of the skills and abilities required by these standards are expected to develop and/or improve during the course of training, all candidates seeking degrees within the Division of Business, Technology, & Public Service must be able to perform the following essential skills/functions with or without reasonable accommodations. Prospective students with disabilities may want to pay careful attention to this information; if there are concerns, Accommodative Services can be contacted for assistance.

1. **Observation:** Students must be able to acquire a defined level of required information as presented through educational experiences in both basic arts and technical sciences. To achieve the required competencies in the classroom setting, students must perceive, assimilate, and integrate information from a variety of sources. These sources include oral presentation, printed material, visual media, and live demonstrations. Consequently, students must demonstrate adequate functional use of visual, tactile, auditory and other sensory and perceptual modalities to enable such observations and information acquisition necessary for academic and laboratory performance.
2. **Communication:** Effective communication is critical for students to build relationships with faculty, advisors, fellow students, and clients in the student's various roles of learner, consultant, and leader. Students must be able to gather, comprehend, utilize and disseminate information effectively, efficiently and according to professional standards. Students are required to communicate in the English language both verbally and in writing, at a level consistent with competent professional practice. Students are expected to use grammar and vocabulary proficiently. They must be able to elicit information, gather information, and describe findings verbally and in writing. This communication should be comprehensible by professionals and laypersons.
3. **Intellectual and Conceptual Abilities:** Students must demonstrate critical thinking skills so they can problem-solve creatively, master abstract ideas, and synthesize information presented in academic, laboratory, and fieldwork settings. Students must be able to measure, calculate, reason, analyze, process, integrate, synthesize, apply and retain facts, concepts, and data related to the arts and sciences. In some areas, this requires comprehension of three-dimensional relationships and understanding of the spatial relationships of structures. Students must develop and exhibit a sense of ethics, and recognize and apply pertinent legal and ethical standards.
4. **Motor Skills:** Students must possess the motor skills required to properly manipulate tools and/or necessary equipment within their chosen discipline. These skills will vary depending on the particular program and laboratory settings. Students must possess the coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.
5. **Behavioral and Social Skills:** Students must demonstrate emotional stability and acceptable communication skills, and be capable of developing mature and effective academic relationships with

their faculty and other students. Students must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that should be adopted and nurtured during the education process.

6. **Professional Responsibility:** Students must demonstrate professional attitudes and behaviors that reflect a sense of right and wrong in their chosen area of discipline and their working environment.

Students must be in attendance for classroom instruction/discussion (or meet defined "attendance" requirements for online and self-directed coursework) and possess organizational skills and stamina for performing and completing required tasks and assignments within allotted time frames. Students will learn and demonstrate their ability to work cooperatively and collaboratively with fellow students on assigned projects and participate willingly in a supervisory process involving evaluation of abilities and reasoning skills.

Students must comply with all policies set forth by the college that regulate student activity and behavior. This includes matters ranging from professional dress and behavior to knowledge of and commitment to the code of ethics of their profession.