

Business & Information Technology Careers

MCC is a smart pathway into
Business & Information
Technology Careers

*For more information,
visit www.mcc.edu
or call (810) 762-0200*



MOTT COMMUNITY
COLLEGE

The Smart Choice

BUSINESS & INFORMATION TECHNOLOGY CAREERS

Business & Information Technology careers are related to all aspects of the business environment including accounting, business administration, finance, information processing, entrepreneurship, sales, marketing, computer/information systems, international business, personnel, economics and management.

Would You Be Attracted to Business & Information Technology Careers?

Business & Information Technology careers appeal to a wide variety of people. Many enjoy helping others and find great satisfaction in the impact that they have on others.

- Do you enjoy being a leader, organizing people, planning activities and talking?
- Do you like to work with numbers or ideas?
- Do you enjoy carrying through with an idea and seeing the end product?
- Do you often like things neat and orderly?
- Do you enjoy balancing a checkbook, following the stock market, holding an office in a club or surfing the Internet?

Business, Management & Marketing Technology Based: National Career Clusters

National Career Clusters

MCC Programs



Planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business Management and Administration career opportunities are available in every sector of the economy.

- Administrative Assistant
- Business Health Service Management
- Business Management
- Entrepreneurship
- General Business
- Hair Care Salon Management
- International Business
- Leadership Development
- Medical Practice Management
- Nail Technician/Salon Management
- Production Operations Management
- Small Business Management
- Two Year Transfer Programs



Management, marketing and operations of restaurants and other food services, lodging, attractions, recreation events and travel-related services.

- Baking & Pastry Arts
- Culinary Arts
- Food Services Management
- Two Year Transfer Programs



Planning, managing and performing marketing activities to reach organizational objectives.

- Casualty; Health & Life Insurance
- Marketing Management
- Two Year Transfer Programs



Planning and services for financial and investment planning, banking, insurance and business financial management.

- Accounting Information Systems
- Two Year Transfer Programs



Building linkages in IT occupations, providing the framework for entry-level, technical and professional careers. Design, development, support and management of hardware, software, multimedia and system integration services.

- Communications Technology–Broadcasting
- Communications Technology–Business/Marketing
- Communications Technology–Photography
- Computer Information Systems
- Computer Network Administration
- Computer Network Engineering
- Computer Networking Technology
- Computer Occupations Technology
- Computer Programming
- Computer Science
- Computer Support Services & Help Desk
- Web Developer
- Two Year Transfer Programs



What Business & Information Technology Careers can students prepare for at Mott Community College?

MCC can help you complete or begin almost any Business or Information Technology related career. Jobs in this field will require different levels of education depending on the specific responsibilities. Some jobs may only require several months of training while others may require one to two years of college education or a Bachelor Degree (four years) or more of education. MCC is a college uniquely designed to help students achieve or start any level of education and job training in Business and Information Technology.

MCC Occupational Programs & Careers

**...job skills in two years,
one year or less**

The MCC occupational Associate Degree programs, certificates and alternative training options are designed to prepare students for immediate employment in specialized areas of health, business, technology, human services, and industry.

Associate of Applied Science (AAS) Degree

Designed to prepare students for immediate employment in specialized areas in health, business, technology, human services, and industry. Although this degree prepares students to enter the world of work, many AAS graduates do transfer to four-year institutions to continue their education while working.

Certificate

Programs of study requiring approximately one year of full-time course work, designed for entry-level employment.

Alternative Training

A course or clusters of courses that provide special occupational skills/credentials or satisfy the qualifications needed for "Industry Certification" standards. Many of these training options are 15 weeks or less.

The programs listed on the next several pages are the Business and Information Technology related occupational degrees, certificates and training options that are available at MCC.

Starting your Bachelor Degree at MCC

...start here, finish there

If the Business and Information Technology occupation you are interested in requires four or more years of college, you can start at MCC and finish at the four-year college of your choice. MCC counselors and advisors assist students in developing their plans for transferring to four year colleges and universities. Students may take up to two years towards a four-year degree at Mott Community College and then transfer to a four-year college or university.





Business Management & Administration Careers relate to planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business management and administration career opportunities are available in every sector of the economy.

Administrative Assistant – General/Legal/Medical Associate in Applied Science

*Business Division (810) 762-0429
Curtice-Mott Complex CM2133*

This program offers courses of study and opportunities to individuals who are interested in working as administrative assistants, executive secretaries and office managers. The medical secretary option provides training for administrative areas with medical-related office procedures.

Business Health Services Management

Associate in Applied Science

*Business Division (810) 762-0429
Curtice-Mott Complex CM2133*

This program supports careers in medical office management, administrative services related to patient care, and departmental or corporate management in health care. Coursework lays the foundation for transfer programs in health service management, medical case management, and health care, hospital or public health administration.

Business Management Certificate & Associate in Applied Science

*Business Division (810) 762-0429
Curtice-Mott Complex CM2133*

This program is designed to serve students planning for careers as supervisors and managers in business and industry, as well as providing the opportunity to study and develop essential abilities and skills for successful private business ownership and management.



Administrative Assistant

Entrepreneurship Certificate

*Business Division (810) 762-0429
Curtice-Mott Complex CM2133*

This certificate program has been designed to meet the basic educational requirements for those individuals who wish to start/operate their own business, based on feedback from successful local business owners. In some cases, courses taken at high schools within our service area will be considered as equivalencies so as to provide students with advanced standing when they enroll at Mott Community College. The courses included in this certificate may also be applied toward an Associate of Applied Science Degree.

General Business Associate in Applied Science

*Business Division (810) 762-0429
Curtice-Mott Complex CM2133*

This program offers students the opportunity to improve their knowledge of practices, procedures and skills common to all business occupations. It is intended for students who do not wish to select a specialized program. Students may choose to become involved in one of the more specialized career programs after completing exploratory course work and adapt the program to individual needs and interests by selecting appropriate courses.

Hair Care Salon Management Associate in Applied Science

*Business Division (810) 762-0429
Curtice-Mott Complex CM2133*

This program is designed to provide the prospective hair care professional with the additional business and management skills needed to help establish a successful small business. A hair care professional with a current State of Michigan Cosmetology or Barber license will be granted 22 credits to apply towards this program.



Hair Care Salon Management

International Business Certificate & Associate in Applied Science

*Business Division (810) 762-0429
Curtice-Mott Complex CM2133*

The Associate Degree program is designed to assist the student in developing an understanding of international business and to enter a variety of careers or employment opportunities. Students should be able to complete international business transactions; identify potential markets; prepare goods for distribution with correct documentation. Potential job titles may include customer service representative, export/import correspondent or clerk, document specialist, export sales specialist, product traffic manager, operations manager, office administrator, foreign service secretary, communications officer and freight forwarding clerk.

The certificate is designed to provide the student the opportunity to learn the fundamentals of international business with an interdisciplinary program that aims to utilize traditional core courses combined to cultivate a broad base of leadership strategies and skills.

Leadership Development Certificate

*Social Sciences Division (810) 762-0332
Mott Memorial Building MMB2005*

This program will create opportunities for students to develop or refine their leadership skills and enhance their potential to succeed. A broad understanding of leadership, coupled with the ability to effectively use leadership skills, increases the probability that graduates will successfully market their talents, create job opportunities, network and collaborate with others to achieve appropriate individual and social goals, and want to advance in her/his career.

Medical Practice Management Certificate

*Business Division (810) 762-0429
Curtice-Mott Complex CM2133*

Medical Practice Management offers a three-track career study in administrative support for physician's offices, hospitals and other providers of health care. Medical Practice Management establishes an excellent foundation for a professional opportunity in health care management, hospital administration, public health, medical case management or medical records.

• Medical Billing Option

Medical billing specialists organize patient accounts, code, bill and post for treatment and services.

• Medical Secretary Option

Medical secretaries maintain records and coordinate office procedure and communication.

• Medical Transcription Option

Medical transcriptionists document treatment and progress of care.



Leadership Development

Nail Technician/Salon Management

Certificate

*Business Division (810) 762-0429
Curtice-Mott Complex CM2133*

This state licensed program provides for the required 400 hours of specialized instruction and application of skills necessary to pass the State Board exams for a Specialty License in Nail Technology. The Nail Technician is one of the fastest growing and most creative professions in the cosmetology field. Career options include nail technician, salon owner/manager, manufacturer's demonstrator, and nail technology instructor. This certificate offers the latest in nail technology and necessary business education classes to assist the Nail Technician in their business and career. Some of the subjects taught are manicuring, pedicuring, artificial nail applications, nail repair, and nail wrapping. The business education component consists of classes in accounting, business math, computer applications, purchasing and marketing.

Production Operations Management

Certificate & Associate in Applied Science

*Business Division (810) 762-0429
Curtice-Mott Complex CM2133*

This program is designed to serve potential or newly appointed industrial supervisors, as well as experienced supervisors who wish to maintain and improve supervisory and management abilities.

Small Business Management

Associate in Applied Science

*Business Division (810) 762-0429
Curtice-Mott Complex CM2133*

This program will help the students meet the demands of small business operations. This program also offers students the opportunity to improve and prepare for the rapidly changing nature of the work environment in the business world.



Small Business Management



Hospitality & Tourism Careers relate to the management, marketing and operations of restaurants and other food services, lodging, attractions, recreation events and travel-related services.

Baking & Pastry Arts Associate in Applied Science

*Business Division (810) 762-0429
Curtice-Mott Complex CM2133*

The Baking & Pastry Art curriculum offers an introductory hands-on instruction in the basics of baking and pastry arts. The student will have the opportunity to learn and apply concepts and techniques of baking, weights and measures, equipment use, baking terminology and ingredient function; create a range of breads, pastries and desserts; produce standardized dessert recipes; and develop skills in discipline and professionalism necessary for working successfully in food service and hospitality industry.

Culinary Arts Associate in Applied Science

*Business Division (810) 762-0429
Curtice-Mott Complex CM2133*

This program prepares the student for mid-level cook positions and entry chef positions. It combines food industry training and experience with specific interdisciplinary study. The program offers students an opportunity to learn and practice basic and advanced technical skills in food preparation and service, food identification, nutrition, and food and beverage composition. Students will acquire supervisory skills to better utilize human and physical resources in food service operations and will gain experience in proper use and maintenance of professional food service equipment. They will become familiar with the layout and work flow of professional kitchens and develop a sense of professionalism and quality.



Baking & Pastry Arts

Food Services Management

Associate in Applied Science

Business Division (810) 762-0429

Curtice-Mott Complex CM2133

This program is designed to offer students mid-level food service management experience. It combines food industry training and experience with specific interdisciplinary study. The program offers students an opportunity to learn and practice basic and advanced technical skills in food preparation and service, food identification, nutrition, and food and beverage composition. Students acquire supervisory skills to better utilize human and physical resources in food service operations and gain experience in the proper use and maintenance of professional food service equipment. They become familiar with the layout and work flow of professional kitchens and develop a sense of professionalism.



Marketing, Sales & Service Careers relate to planning, managing and performing marketing activities to reach organizational objectives.

Casualty; Health & Life Insurance Certificate

Business Division (810) 762-0429

Curtice-Mott Complex CM2133

This certificate program in insurance provides a comprehensive overview of the insurance industry concentrating on automotive, property, casualty, life and health insurance. This program satisfies the statutory requirements to sit for the Michigan licensing exam in the automotive, property, casualty, life and health insurance fields. Upon successfully passing the state exam the person in this profession may work in the insurance industry selling life, property, casualty, health, automotive, or other types of insurance. Graduates may find employment in an Independent Insurance Agents office, they may refer clients to independent brokers, work as an independent broker or be employed by an insurance company.



Marketing Management

Certificate & Associate in Applied Science

Business Division (810) 762-0429

Curtice-Mott Complex CM2133

This program is designed to provide opportunities in careers in the distribution of goods and/or services. Students can combine a college education with supervised on-the-job training. Students who select this program will find opportunities in advertising, marketing, sales, as management trainees or related management positions. With additional experience, training and proven capabilities, there are advancement opportunities to store manager, sales manager, ad display manager and/or business owner.



Finance Careers deal with planning, services for financial and investment planning, banking, insurance and business financial management.

Accounting Information Systems

Associate in Applied Science

Business Division (810) 762-0429

Curtice-Mott Complex CM2133

This program qualifies graduates for entry-level jobs in accounting. Students will have knowledge of typical accounting situations to be expected in a computer environment or in small and medium sized businesses. Graduates will be able to successfully compete for positions in accounting areas such as payroll, cost, taxes, payables and receivables. They may have supervisory responsibilities as office managers and staff accountants under the supervision of head accountant, controller or treasurer.



Information Technology Careers relate to design, development, support and management of hardware, software, multimedia and systems integration services. Building linkages in IT occupations, providing the framework for entry-level, technical and professional careers.

Communications Technology: Broadcasting/Business & Marketing/Photography

Certificate & Associate in Applied Science

Business Division (810) 762-0429

Curtice-Mott Complex CM2133

This program prepares students for careers as communication technology specialists or for participation in technical communication, video/audio production, publishing and media support operations. The program has three different specialization options that a student may choose from including:

- **Broadcasting Option**
- **Business & Marketing Option**
- **Photography Option**



Computer Information Systems

Computer Information Systems

Associate in Applied Science

Technology Division (810) 762-0500
Regional Technology Center RTC2700

This program offers two options:

- **Applications Developer Option**

The Applications Developer option prepares students to design and build computer software using a variety of programming languages.

- **Web Developer Option**

The Web Developer option prepares students to create, maintain, and manage web pages and web sites on the Internet.

Computer Network Administration

Associate in Applied Science

Technology Division (810) 762-0500
Regional Technology Center RTC2700

This program prepares students for careers as computer network engineers, and includes partial preparation for the Microsoft Certified Systems Engineer and Novell Certified Network Administrator certification examinations.

Computer Network Engineering

Associate in Applied Science

Technology Division (810) 762-0500
Regional Technology Center RTC2700

This program prepares students for careers as computer network administrators/technicians, and includes partial preparation for the Microsoft Certified Professional and Novell Certified Administrator examinations.

Computer Networking Technology Certificate

Technology Division (810) 762-0500
Regional Technology Center RTC2700

This program is a shortened version of the two-year networking degree program. It is designed to prepare students for entry-level positions in computer network technical support, and includes partial preparation for Microsoft Certified Professional and Novell Certified Administrator examinations.

Computer Occupations Technology

Associate in Applied Science

Technology Division (810) 762-0500
Regional Technology Center RTC2700

This program is designed to allow students to customize a computer technology program that will suit their needs. Students are introduced to the fundamental concepts in the computing environment and then allowed to choose individual courses to broaden their knowledge base in the areas of their intended occupation. In addition, there is room in the curriculum for elective courses in fields other than computers to accommodate students who wish to apply computer technology to other fields, such as management, marketing, education, consulting services, social sciences, human service, health services, etc.



Computer Networking Technology

Computer Programming Certificate

*Technology Division (810) 762-0500
Regional Technology Center RTC2700*

This program is designed to prepare students for an entry-level computer programming position. A person with this certificate may continue their education by using all of these classes at MCC to pursue an Associate Degree in either the Computer Information Systems or the Computer Occupations Technology.

Computer Science Certificate

*Technology Division (810) 762-0500
Regional Technology Center RTC2700*

This program is designed to prepare students for an entry-level position in computer science. A person with this certificate may continue their education at MCC by using these classes to pursue an Associate Degree in either the Computer Information Systems or Computer Occupations Technology. Many of these courses will transfer into Bachelor's Degree programs in Computer Science.

Computer Support Services & Help Desk Certificate

*Technology Division (810) 762-0500
Regional Technology Center RTC2700*

This certificate in Computer Support Services and Help Desk is designed to prepare students for entry-level positions as a help desk or technical support person. A person with this certificate may continue their education at MCC by using the classes to pursue an Associate Degree in Computer Network Administration, Computer Network Engineering or Computer Occupations Technology.

Web Developer Certificate

*Technology Division (810) 762-0500
Regional Technology Center RTC2700*

This certificate will prepare students to create and maintain web presences for businesses and individuals. Students will be proficient in web programming with languages for both Unix and Windows environments. Data integration and interactive experiences are covered in great detail. Students will be prepared for entry-level positions as web programmer, webmaster and web developer.



Web Developer

Is College Right For Me? *College is For Everyone!*

By studying hard, planning strategically and leveraging the right resources, students can succeed in high school, college and in life. MCC is focused on student success from admission to enrollment and to graduation and beyond. MCC is committed to providing the assistance for a smooth transition to college. Call (810) 762-0200 or visit us online at www.mcc.edu.

When Should I Begin Career Preparation Activities? *NOW!*

- If you are a high school student, talk with your counselor.
- For others interested in exploring college options contact a Mott Community College counselor or advisor. Call (810) 762-0200.

What Classes Should I Take In High School For Business & Information Technology Careers?

Take advantage of your high school curriculum to prepare you for future success! The following academic courses are recommended for students interested in pursuing careers in business and information technology:

GRADE	ENGLISH/ LANGUAGE ARTS	MATH	SCIENCE	SOCIAL STUDIES/ SCIENCES	TECHNICAL COURSES
9	English/ Language Arts I	Algebra I or Geometry	Earth, Life, Physical Science or Biology	State History/ Civics or Geography	Introduction to occupational career selected
10	English/ Language Arts II	Algebra I or Geometry	Biology or Chemistry	U.S. History	Continue courses based on career path
11	English/ Language Arts III	Algebra II or Pre-Calculus	Biology or Chemistry	World History/ Sociology or Psychology	Continue courses based on career path
12	English/ Language Arts IV & Technical Reading	*Dependent on chosen career	Physics or other science course *Dependent on chosen career	Government, Economics, Psychology or Geography	Continue courses based on career path

All plans of study should meet local and state high school graduation requirements and college entrance requirements. Certain local student organization activities are also important including public speaking, record keeping and work-based experiences.

**Talk to your high school counselor for specific recommendations regarding your chosen career cluster.*

Can High School Students Earn College Credit? **YES!**

There are a number of ways for students to earn college credit while in high school. Talk with your high school counselor for additional information.

• **Advanced Placement Program**

The Advanced Placement Program, commonly known as Advanced Placement, or AP, offers high school students the opportunity to receive university/college credit for their AP classes taken in high school. Credit is based on successful completion of the AP exam.

• **Articulation**

Articulation is a process that allows students to apply credit for high school and career center courses to a certificate or Associate Degree at Mott Community College. Mott Community College has Articulation agreements with various high schools. Refer to our website at www.mcc.edu or contact your MCC or high school counselor or advisor for more information.

• **Dual Enrollment**

Dual enrollment allows public high school students that meet proper requirements to enroll in college courses. Their high school district will pay a designated amount for these college classes.

• **Early Admit**

Early Admit allows public high school students that do not meet the dual enrollment requirements, private school and home school students, to enroll in college courses at Mott Community College with parental and school permission.



How Do Career Pathways & Clusters Help You?

- They help you examine interests, goals and talents and see how they relate to a chosen career
- They help you see how school subjects relate to the world of work
- They challenge you to develop high academic skills
- They help you learn about career opportunities

Michigan Career Pathways/Federal Career Clusters

Career Pathways and Career Clusters are broad groupings of careers that share similar characteristics and employment requirements. Almost all occupations fall into one (or more) of the career pathways. Workers within a career pathway often share many common interests, strengths and competencies.

Career Pathways	Career Clusters
ARTS & COMMUNICATIONS	Arts, A/V Technology & Communications
BUSINESS & INFORMATION TECHNOLOGY	Business, Management & Administration Finance Hospitality & Tourism Information Technology Marketing, Sales & Service
ENGINEERING, MANUFACTURING & INDUSTRIAL TECHNOLOGY	Architecture & Construction Manufacturing Science, Technology, Engineering & Mathematics Transportation, Distribution & Logistics
HEALTH SCIENCES	Health Sciences
HUMAN SERVICES	Education & Training Human Services Law, Public Safety & Security Government & Public Services