



BUSINESS

Multiple degrees and certificates that give you

CONFIDENCE AND SKILLS

- | Accounting
- | Banking
- | Business Transfer
- | Human Resources
- | Insurance
- | Judicial Court Reporting
- | Logistics & Supply Chain
- | Management
- | Marketing
- | Office Administration
- | Paralegal Technology
- | Real Estate

STEPS OF ENROLLMENT



APPLY AND BE AUTOMATICALLY ACCEPTED

Enrolling is easy with Clark State's Admissions Specialists helping you every step of the way! www.clarkstate.edu/apply



APPLY FOR FINANCIAL AID

Learn the steps by going to www.clarkstate.edu/financial-aid/.
Apply at studentaid.gov | Clark State Code: 004852



TAKE THE PLACEMENT ASSESSMENT

For details go to www.clarkstate.edu/admissions/placement-assessment/. Be sure to bring a valid ID.



REGISTER FOR CLASSES WITH HELP FROM AN ADVISOR

Create your academic plan and register for classes. www.clarkstate.edu/admissions/academic-advising/



PAY TUITION WITH FINANCIAL AID OR A PAYMENT PLAN

Pay online via Student Finance on the Clark State Portal. Payment is due seven (7) days prior to the semester. For other payment options visit: www.clarkstate.edu/admissions/tuition-and-fees/payment-options/.

**Complete one of
our Business
programs in
three steps!**



STEP 1

Apply online at
www.clarkstate.edu
and complete the
enrollment process



STEP 2

Earn Degree



STEP 3

Enter the workforce **OR**
continue your education
with another degree
OR do both!



Succeed in Business

Have an interest in crunching numbers? How about managing a team? Clark State's Business programs offer you the skills you need for the career you want!

The Business programs lead to careers in accounting, judicial court reporting, management, office administration, paralegal technology and much more! The skills, applications and techniques obtained in these degrees will give graduates the confidence and knowledge to attain success in all aspects of business. Choose one of our Business degrees or certificates today!

Clark State offers year-round enrollment and registration. Most degrees are transferrable to four-year colleges should you want to continue your education.

Questions? We're here to help!

Robert Adkins

*Professor and Program Coordinator,
Accounting*

937.328.8083 | adkinsr@clarkstate.edu

Jason Richard

Instructor, Accounting

937.328.6119 | richardj@clarkstate.edu

Pamela Ball

*Professor and Program Co-Coordinator,
Management*

937.328.8040 | ballp@clarkstate.edu

Teresa Campbell

*Professor,
Management and Marketing*

937.328.6132 | campbellt@clarkstate.edu

John Hale

*Professor, Management, Logistics and
Supply Chain*

937.328.8081 | halej@clarkstate.edu

Lynn Geist

*Assistant Professor and Program
Co-Coordinator, Management and Human
Resource Management*

937.431.7159 | geistl@clarkstate.edu

Michael Lander

Assistant Professor, Economics

937.328.6021 | landerm@clarkstate.edu

Robyn Hennigan

*Senior Technical Instructor and
Program Coordinator*

937.328.8080 | henniganr@clarkstate.edu

Deb Rudd

*Instructor and Program Coordinator,
Office Administration*

937.328.3812 | rudd@clarkstate.edu

Accounting

Are you detail oriented? Looking to enter into a career that's on the rise? The field of accounting might be just what you're looking for! According to the U.S. Bureau of Labor Statistics, accountants and auditors can expect faster than average employment growth now until 2028. Clark State's Accounting programs prepare students in all aspects of business organizations, as well as technical proficiency in maintaining accurate records, preparing and analyzing financial statements and other types of financial reports.

Upon successful completion of the program, students are able to:

- Demonstrate an understanding of the federal tax laws and their application to both individuals and businesses.
- Demonstrate the ability to utilize and apply technology as it impacts the accounting profession.
- Apply mathematical concepts and technology to interpret, understand and communicate quantitative data.
- Demonstrate an understanding of the basic concepts of managerial and cost accounting and their roles in business and decision-making.
- Interpret, analyze and present reliable and relevant information to financial statement users based upon generally accepted accounting principles both manually and electronically.

Degree:

- Associate of Applied Business degree in Accounting

Certificates:

- Accounting Certificate
- Accounting Executive Option Departmental Certificate



Career Outlook

- Accountants and Auditors: \$53,400-\$88,300/Year
- Financial and Investment Analysts: \$63,300-\$109,500/Year
- Tax Preparers: \$30,000-\$56,300/Year
- Payroll and Timekeeping Clerks: \$37,800-\$54,700/Year
- Statistical Assistants: \$38,900-\$57,200/Year

Banking

The Banking option at Clark State provides a well-rounded education consisting of basic management courses with concentrated studies related to the Banking industry in consumer lending, investments, customer service, and money and banking. The associate degree provides students not only with fundamental knowledge and skills for the banking industry but also the skills needed to serve in management and supervisory capacities.

Upon successful completion of the program, students are able to:

- Apply basic business and management concepts, skills, and tools.
- Demonstrate knowledge of social responsibility trends, ethical issues, and legal considerations
- Effectively use communications and human relations knowledge and skills.
- Analyze quantitative data.
- Demonstrate knowledge of global business trends.
- Demonstrate effective use of communication and human relations knowledge and skills.
- Demonstrate knowledge of banking including the structure, role in the economy, and products.

Degree:

- Associate of Applied Business degree in Management - Banking

Certificates:

- Banking Departmental Certificate
- Consumer Lending Departmental Certificate

Career Outlook

- Loan Officer: \$41,700-\$87,700/Year
- Payroll and Timekeeping Clerk: \$38,200-\$55,400/Year
- Budget Analyst: \$59,100-\$89,900/Year
- Financial Manager: \$89,800-\$169,900/Year



Business Transfer

Employment opportunities in the Miami Valley and in Ohio in business continue to grow! The Business Transfer program at Clark State prepares students to transfer into the College of Business at Central State University or into the Raj Sojn College of Business at Wright State University. Courses in this program allow students to continue their degree at Central State or Wright State with a junior status; provided the student has maintained the requisite GPA.

Upon successful completion of the program, students are able to:

- Demonstrate awareness of the role of the business person in society.
- Demonstrate awareness of the rapidly changing global business environment.

Degrees:

- Associate of Science degree in Business Transfer - *Central State University*
- Associate of Science degree in Business Transfer - *Wright State University*



Career Outlook

- Loss Prevention Managers: \$29,800-\$63,300/Year
- Meeting, Convention, and Event Planners: \$35,900-\$59,900/Year
- Supervisors of Office and Administrative Support Workers: \$43,300-\$68,100/Year
- Business Operations Specialist: \$46,200-\$83,500/Year
- Compliance Managers: \$46,200-\$78,700/Year
- Social and Community Service Managers: \$50,700-\$81,000/Year

Human Resources Management

The Human Resource Management option provides students with a well-rounded education. It consists of basic management courses complemented with in-depth studies of human resource management, staffing, training and development, employment law, and compensation and benefits.

Upon successful completion of the program, students are able to:

- Apply basic business and management concepts, skills, and tools.
- Demonstrate knowledge of social responsibility trends, ethical issues, and legal considerations
- Effectively use communications and human relations knowledge and skills.
- Analyze quantitative data.
- Demonstrate knowledge of global business trends.
- Demonstrate effective use of communication and human relations knowledge and skills.
- Apply knowledge and skills in four functional areas of human resources including staffing, training and development, employment law, and compensation and benefits.

Degree:

- Associate of Applied Business degree in Management

Certificates:

- Human Resource Management Departmental Certificate

Career Outlook

- Human Resource Manager: \$85,200-\$149,000/Year
- Human Resource Specialist: \$44,500-\$75,400/Year
- Human Resource Assistant: \$36,100-\$49,300/Year
- Training and Development Manager: \$78,200-\$135,400/Year
- Labor Relations Specialist: \$48,800-\$90,000/Year



Insurance

The Insurance program at Clark State provides a well-rounded education consisting of basic management courses with concentrated studies related to the insurance industry in claims handling, property loss adjusting, customer service, and claims software. The insurance courses prepare the students for the (Associate in Claims) AIC 30 and AIC 31 certification exams. The associate degree provides students not only with fundamental knowledge and skills for the insurance industry but also the skills needed to serve in management and supervisory capacities.

Upon successful completion of the program, students are able to:

- Apply basic business and management concepts, skills, and tools.
- Demonstrate knowledge of social responsibility trends, ethical issues, and legal considerations
- Effectively use communications and human relations knowledge and skills.
- Analyze quantitative data.
- Demonstrate knowledge of global business trends.
- Demonstrate effective use of communication and human relations knowledge and skills.
- Demonstrate knowledge of effective handling of insurance claims and adjustments.

Degree:

- Associate of Applied Business degree in Management

Certificates:

- Property Insurance Claims Short-Term Technical Certificate

Career Outlook

- Insurance Claims and Policy Processing Clerks: \$36,900-\$50,800/Year
- Insurance Underwriters: \$52,200-\$85,600/Year
- Insurance Appraiser: \$54,600-\$73,500/Year
- Brokerage Clerk: \$47,400-\$63,900/Year



Judicial Court Reporting

The Judicial Court Reporting program is 100 percent online! This shared program between Clark State and Stark State College offers a unique opportunity for providing excellence in teaching and learning. Students learn to write realtime using a computerized machine, as well as learn how to prepare transcripts using computer-aided (CAT) software. Realtime learning practice and testing web environment are used to perfect students' writing skills. Students are required to complete a significant internship prior to graduating, providing exposure to the judicial court reporting field in a real-world environment.

Students with little or no computer background should enroll in a computer fundamentals course (consult with academic advisor) as a preparatory course before taking other computer courses.

Degree:

- Associate of Applied Business degree in Judicial Court Reporting

Certificate:

- Judicial Court Reporting - Captioning/CART Career-Enhancement Certificate
- Professional Digital Editor Certificate
- Professional Digital Reporter Certificate



Career Outlook

- Court Clerks: \$34,100-\$48,900/Year
- Court Reporters: \$38,700-\$64,300/Year
- Judicial Law Clerks: \$38,200-\$61,400/Year

Logistics and Supply Chain Management

The Logistics and Supply Chain Management (LSC) program provides a well-rounded education consisting of basic management courses with concentrated studies in purchasing, logistics, negotiation, supply chain management, and inventory/materials management. The associate degree in LSC provides students with fundamental knowledge and skills for managing the logistics and supply chain functions in both profit and not-for-profit organizations/businesses. Supply Chain Management is the coordinated management and control of the supply chain (the process of supplying a product to a customer), from the acquisition of raw materials from vendors through their transformation into finished goods to the delivery of merchandise to the final customer. It is the science and art of ensuring that the right products reach the right place in the right quantity at the right time in order to satisfy consumer demand.

Upon successful completion of the program, students are able to:

- Apply basic business and management concepts, skills, and tools.
- Demonstrate knowledge of social responsibility trends, ethical issues, and legal considerations
- Effectively use communications and human relations knowledge and skills.
- Analyze quantitative data.
- Demonstrate knowledge of global business trends.
- Demonstrate effective use of communication and human relations knowledge and skills.
- Demonstrate effective use of knowledge and skills in inventory and materials management, purchasing and, supply strategies, negotiation strategies, and logistics and physical distribution.

Degree:

- Associate of Applied Business degree in Management

Certificates:

- Logistics and Supply Chain Management Departmental Certificate
- Supply Chain Management Departmental Certificate

Career Outlook

- Logistician: \$51,500-\$83,100/Year
- Purchasing Manager: \$89,100-\$143,200/Year
- Supply Chain Manager: \$65,500-\$112,300/Year
- Logistic Analysts: \$51,500-\$83,100/Year

Management

The Management program provides a well-rounded education consisting of basic courses in accounting, information technology, economics, finance, business law, management, marketing, human resources, and operations. The associate degree in Management provides students with knowledge and skills for managing people, finances, and operations.

Upon successful completion of the program, students are able to:

- Apply basic business and management concepts, skills, and tools.
- Demonstrate knowledge of social responsibility trends, ethical issues, and legal considerations
- Effectively use communications and human relations knowledge and skills.
- Analyze quantitative data.
- Demonstrate knowledge of global business trends.
- Demonstrate effective use of communication and human relations knowledge and skills.

Degrees:

- Associate of Applied Business degree in Management

Certificates:

- Management Certificate
- Small Business Departmental Certificate
- Customer Service Short-Term Technical Certificate

Career Outlook

- General and Operations Managers: \$52,300-\$126,100/Year
- Financial Managers: \$89,800-\$169,900/Year
- Quality Control Systems Manager: \$77,100-\$124,800/Year
- Sales Manager: \$72,200-\$155,000/Year



Marketing

The Marketing program provides students with a well-rounded education. It includes a strong foundation in marketing, highlighting the major areas of marketing including product management, promotional and pricing strategies, and physical distribution.

Upon successful completion of the program, students are able to:

- Apply basic business and management concepts, skills, and tools.
- Demonstrate knowledge of social responsibility trends, ethical issues, and legal considerations
- Effectively use communications and human relations knowledge and skills.
- Analyze quantitative data.
- Demonstrate knowledge of global business trends.
- Demonstrate effective use of communication and human relations knowledge and skills.
- Apply knowledge and skills in the four Ps of marketing: product management, promotional strategies, pricing strategies, and logistics and physical distribution.

Degree:

- Associate of Applied Business degree in Marketing

Certificates:

- Marketing Departmental Certificate

Career Outlook

- Marketing Manager: \$86,500-\$161,300/Year
- Marketing Research Analysts/Marketing Specialist: \$44,000-\$81,300/Year
- Advertising and Promotion Manager: \$73,300-\$146,400
- Public Relations Specialists: \$44,500-\$81,200/Year

Office Administration

Do you thrive in an ever changing environment? Then Professional or Medical Office Administration programs may be perfect for you! The function of office administrators is a continually shifting role because of changing technology, the emphasis on greater efficiency and productivity. With this shift generally comes greater responsibility that is reflected in the duties of the office administrator, which may include integrated computer software applications, organization, scheduling, internet/intranet communications, research, document preparation/storage/retrieval, customer service and human relations. The Medical Office Administration program offers course work in electronic medical records, HIPAA, diagnosis coding, procedural coding and preparation for the Certified Coding Associate Exam through AHIMA (The American Health Information Management Association).

Upon successful completion of the program, students are able to:

- Compose and produce quality business documents using technology.
- Perform office administrative functions using critical thinking, management, prioritizing and organizational skills.
- Demonstrate good oral communication skills.
- Demonstrate good human relations skills, including customer service, teamwork and ethics.
- Code medical documents and assist in the management of patient's health information.

Degrees:

- Associate of Applied Business degree in Office Administration
- Associate of Applied Business degree in Medical Office Administration

Certificates:

- Professional Office Administration Certificate
- Supervisory Departmental Certificate
- Advanced Medical Coding Short-Term Technical Certificate
- Medical Coding Short-Term Technical Certificate
- Health Information Technology Departmental Certificate

Career Outlook

- Office Clerks, General: \$29,100-\$43,200
- Secretaries and Administrative Assistants: \$31,900-\$42,500/Year
- Executive Secretaries / Administrative Assistants: \$48,200-\$73,000/Year
- First-Line Office Supervisors / Administrative Support Workers: \$43,300-\$68,100/Year

Paralegal Technology

Do you enjoy conducting research? How about solving problems and communicating the results? If you answered yes, then you have the potential to be a great paralegal! Clark State's Paralegal Technology program prepares students to assist attorneys in the delivery of legal services. Clark State cooperates with Sinclair Community College in offering the nonparalegal courses for this Associate of Applied Science degree program. Students can take classes at Clark State concurrently with the Sinclair paralegal courses if they wish to complete the degree within a two-year time frame, or they can complete the nonparalegal courses at Clark State first and then transfer to Sinclair to complete the program.

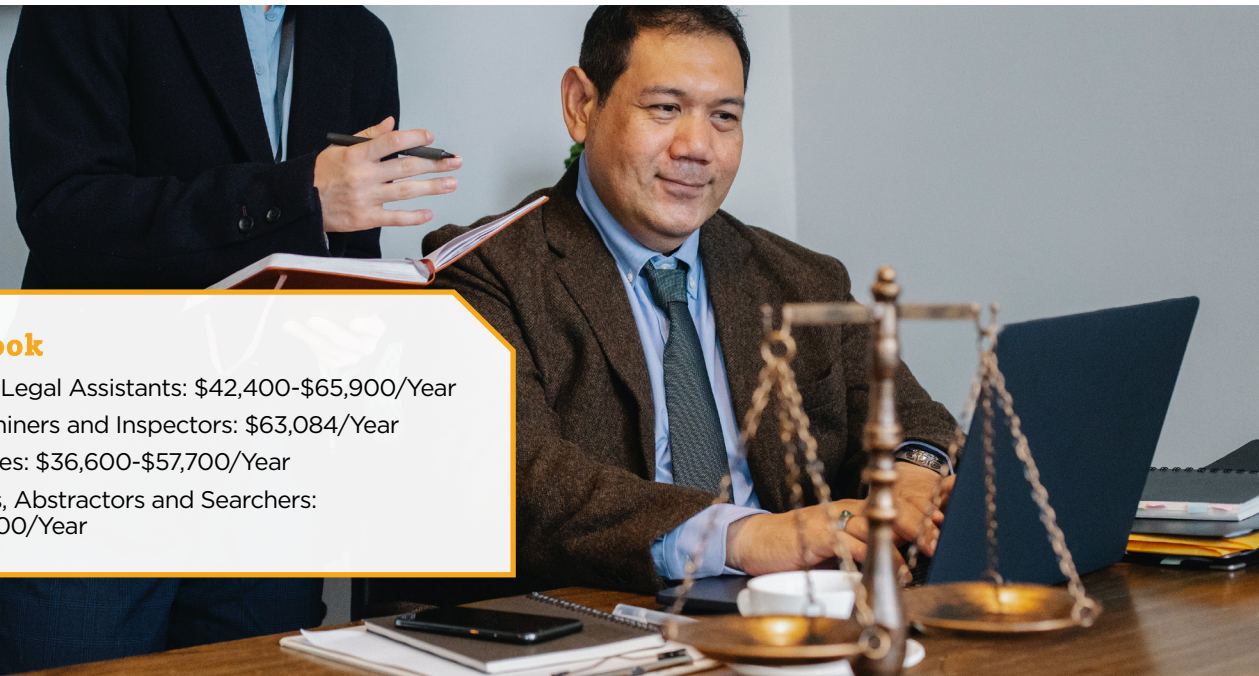
The Paralegal program at Sinclair is a limited-enrollment program and students must be accepted into the program before beginning paralegal courses. Students should contact the Dean of the School of Business and Applied Technologies for information on applying to Sinclair's Paralegal program and for academic advising while enrolled at Clark State.

Degree:

- Associate of Applied Science degree in Paralegal Technology

Career Outlook

- Paralegals and Legal Assistants: \$42,400-\$65,900/Year
- Licensing Examiners and Inspectors: \$63,084/Year
- Legal Secretaries: \$36,600-\$57,700/Year
- Title Examiners, Abstractors and Searchers: \$38,100-\$60,000/Year



Professional Services Management

The Associate of Technical Studies in Professional Services Management offers individuals who hold licensure in professional areas such as cosmetology, various building trades, auto services, or other areas to receive up to nine credit hours toward an Associate of Technical Studies degree with a focus in the management of the business operation related to the professional area. Students coming from high school career programs or trade school programs that result in licensure as well as long-term professionals will be interested in this degree option. Students will receive college credit for their professional knowledge while pursuing an education that will provide them the tools with which to successfully launch and manage their own business.

Interested students should contact the academic dean of Business and Applied Technologies early to determine the number of credits that will be applied toward their degree based upon the licensure held. Students will need to provide proof of current licensure. In addition, students are responsible for providing any information related to their licensure that is needed by the academic dean in order to determine the number of credits to be awarded.

Degree:

- Associate of Technical Studies in Professional Services Management



Career Outlook

- First-Line Supervisor of Retail Sales Worker: \$33,200-\$52,700/Year
- Food Service Manager: \$43,900-\$70,000/Year
- First-Line Supervisor of Mechanics, installers, and Repairers: \$50,500-\$79,700/Year
- Personal Service Manager: \$38,800-\$65,000/Year

Real Estate Broker

The Real estate broker option at Clark State prepares students to fulfill the requirements to sit for the Ohio Broker Examination. This option has the following requirements:

- Ohio Real Estate Law (40 hours)
- Ohio Real Estate Principles & Practices (40 hours)
- Real Estate Appraisal (20 hours)
- Real Estate Finance (20 hours)
- A Financial Management course
- A Human Resources or Personnel Management course
- An Applied Business Economics course
- A Business Law course
- A minimum of two years of post-secondary education, or equivalent hours of (60) sixty semester or (90) ninety quarter hours. Courses #5 - 8 may be included in your post-secondary education.

Upon successful completion of the program, students are able to:

- Apply basic business and management concepts, skills, and tools.
- Demonstrate knowledge of social responsibility trends, ethical issues, and legal considerations
- Effectively use communications and human relations knowledge and skills.
- Analyze quantitative data.
- Demonstrate knowledge of global business trends.
- Demonstrate effective use of communication and human relations knowledge and skills.
- Apply knowledge and skills in management and the four areas of Real Estate including principles, law, appraisal, and finance.

Degree:

- Associate of Applied Business degree in Management

Certificates:

- Real Estate Short-Term Technical Certificate

A person wearing a patterned jacket is holding a red sign with white text that reads "HOME FOR SALE". The background is slightly blurred, showing what appears to be an outdoor setting.

**HOME
FOR
SALE**

Career Outlook

- Real Estate Broker: \$45,200-\$97,400/Year
- Real Estate Sales Agent: \$33,800-\$68,800/Year
- Appraiser and Assessors of Real Estate: \$43,100-\$77,200/Year
- Property, Real Estate, and Community Association Manager: \$40,600-\$79,000/Year

Springfield | Beavercreek | Bellefontaine | Xenia | Online