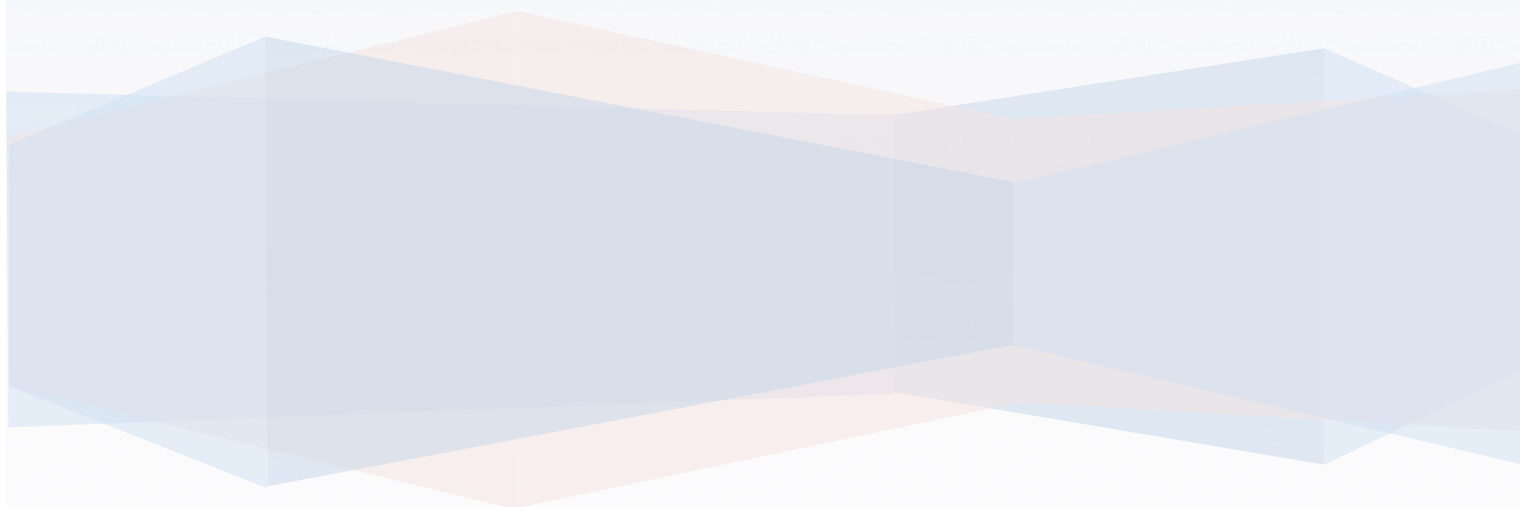


Montgomery College

Business Student Orientation Audio Transcript

Developed by Professor Hannah R. Weiser



Montgomery College Business Student Orientation Audio Transcript

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1. Welcome

Hello and welcome to the Montgomery College Business Student Orientation. Please save the link to this orientation for further reference throughout your time at Montgomery College. You may also access this presentation using the QR code located at the bottom of the screen.

2. Getting Down to Business

This orientation provides an overview of the following key highlights for business students attending Montgomery College. You may review the orientation in sequence, or skip through using the right arrow key on your computer's keyboard to the topic of your choice.

3. Why Study Business?

You may be wondering, is studying business the right field for me? Business is an excellent field of study for many reasons. As a business major, you will develop specialized skills and improve your capacity to analyze information, communicate effectively, think critically, and thrive in work situations.

Business also offers a wide variety of career choices given that the majority of jobs are in business and 75% of companies are looking to hire business majors. This means lots of career possibilities, especially if you are not sure just yet what you want to do.

If you are still unsure if Business is the right path for you, a few of our recent Business graduates have provided testimonials as to why they chose the business program on the following slides.

4. Student Testimonial – Steven

Steven notes the importance of understanding the world around us, using this knowledge from the business program to achieve success.

5. Student Testimonial - Pavanjot

Pavanjot notes the endless opportunities available with a business degree, as well as the ability to transfer to top business schools.

6. Student Testimonial – Menaza

Menaza chose business as her major to help others, speaking to the diverse nature of the program and its potential to solve global issues and create meaningful change.

7. Student Testimonial – Kenny

Kenny chose the business program to be challenged. Kenny points out how business is more than numbers, it helps you grow as a person as well.

8. Business Program Foundations

The business program is part of the Business, Economics, Accounting, Computer Applications, Hospitality Management, and Paralegal Studies area. The departments are available on both campuses, and you can access the links on your screen for more information about the programs. You will also notice we now offer fully online degrees in both business and in information systems.

Be sure to complete the Montgomery College New Student Orientation program as well, available both in person and in an interactive online format. It is mandatory for all new degree-

seeking students and it must be completed before you can register for classes. The New Student Orientation information may be accessed at the link at the bottom of the screen.

9. Meet our Faculty and Staff!

Pictured here, you will see that we have a number of exceptional faculty and staff in the business program to support you in your studies. Please access the links on this screen for more information.

10. Access your MC Email

Your Montgomery College email address is an important tool with many benefits. Important updates from your professors about your courses, and information regarding Business related jobs, extracurricular opportunities, upcoming events, and more will come to your MC Email address from "Business Studies" when you designate as a business major. Students can access email by logging into MyMC and clicking the email icon as pictured here.

You can forward your MC email to access your email in real time at a desired personal email account (such as a gmail account). Just follow the instructions posted here.

Also – don't forget your student email address can be used to obtain student discounts and benefits. For example, your MC email will now get you Microsoft Office 365 for free! Get your free download at the following site.

11. Mark your calendars!

The academic calendar lists key dates related to the progress of instruction, such as semester start and stop dates, holidays, exam periods and more. Be sure to review the final exam schedule as well.

12. Academic Calendar

The current academic calendar is available here. Please note that all pdf files referenced in this Prezi overview include links to a website to download the electronic file. However, you may also access these supplements on the Montgomery College Business Student Orientation Website.

13. FAQ about the Business Program

Here are some important questions that you may have regarding our program. For instance, many of our business students are often very busy outside of school, with work and/or family responsibilities. You should aim to set aside approximately nine hours including in person class time for each 3 credit class each week, so plan accordingly. This time commitment applies to hybrid and online classes as well. Some classes, like accounting, will take even more time each week. Talk with your professor to make sure you understand his/her expectations for the course.

The business program may be completed in as little as two years, or in five or more. The length of the program really depends on your own individual needs and the number of courses you are able to complete each semester.

The business program is the second largest area of study at Montgomery College with a diverse student body. Please access the link on the bottom of your screen to find out more about MC students.

14. Academic Advising

Our A.A. degree in Business is available in person or entirely online. For help creating an academic plan for degree completion that works for you, Business Faculty are available for advising appointments throughout the year. A current schedule of availability may be accessed at the link provided or contact a business office to schedule an appointment now. We also now offer online advising, so feel free to send a question to an advisor electronically if you prefer.

15. Business A.A. Degree

Please click the link at the top of your screen to access the Business A.A. degree requirements and course schedule in a convenient online catalog. Advising worksheets to help you understand the degree requirements are provided on the following slides.

16. Business A.A. Degree Worksheet

A total of 60 credits are required to complete this Business Degree, with the required courses noted here.

General Education courses are required for all degree programs at Montgomery College. The following slides will show you the foundation and distribution course options to meet these program requirements.

While only Math 110 or higher is necessary to complete the Business degree at Montgomery College, Calculus (Math 150 or Math 181) will be required to attend most transfer universities and should be completed prior to your last semester if possible.

Note that ECON 201 is required to meet one of the Behavioral & Social Science Distribution requirements. You will also be required to complete ECON 202, appearing under the program requirements below.

The Program requirements listed here are unique to the business curriculum. These program requirements are where you will see the biggest distinctions between degree programs here at Montgomery College.

Under the business program requirements, please be aware that ACCT 221 MUST be completed prior to the completion of ACCT 222, so make sure you don't leave them both for your last semester. Also, we encourage students to wait until the second program year to complete these courses.

Toward the end of this worksheet, you will notice that students may take two elective courses, or more as needed to meet the 60 credit degree requirement. You will notice you have a choice of completing MGMT 201, Business Law or an elective (any other course of your choice). While business law is encouraged as an important part of any business program, depending on your transfer institution you may wait to take the course there. For instance, at the University of Maryland's Robert H. Smith School of Business, Business Law will transfer, however, it transfers as a lower level business elective. This means you may end up having to retake business law if it is part of your bachelor degree requirements. Check with your intended transfer institution or a business advisor for further guidance.

Elective courses may be any class you are interested in. However, be sure to check with your intended transfer institution to make sure the elective will transfer. For many of you, one of these electives will include ENGL 101.

There is a Global Perspectives requirement as part of the Business degree program. This means one of your general education course options as noted on the next screen should have an asterisk designation next to it, noting the course has a Global Perspectives component. Many of the general education courses will meet this requirement, but be sure at least one does in selecting your courses.

Also, be careful to maintain at least a 2.0 Grade Point Average to receive your MC Business Degree.

17. General Education Course Selection

The General Education Foundation and Distribution course options are available online at the following link. For your convenience, the current course options are available here as seen on the next slide.

18. General Education Program Requirements and Foundation Courses

The General Education program requirements are listed here for your convenience. The **Foundation courses** include English, Math, Speech and Health courses for you to choose from. In selecting your health course, consider a 3 credit health course if you intend to transfer to a four year university as it will be more likely to transfer.

19. General Education Distribution Courses

General Education Distribution course options are listed here for your convenience to meet the distribution requirements for the business degree. While you have the choice of which courses you select, MC degrees require courses in each distribution area as seen on the previous Business degree requirement worksheet. These include courses in the Arts, Humanities, Behavioral and Social Sciences, and Natural Sciences areas. For instance, you will notice on the Business Degree requirements that you need to complete an Arts Distribution. You may select any course from this top box labeled Arts Distribution to meet that requirement. It could be an American Popular Music course, or an Introduction to Theatre course – you get to choose. Please just keep in mind that courses formatted in bold are more likely to transfer to four year schools if you plan to do so. Also, you will notice an asterisk next to many courses on this page, designating that course as a course, which will meet the global perspectives requirement for the Business degree program.

20. Management Certificate

Students may receive a Management Certificate while continuing to pursue a Business degree. The certificate requirements are available at the following link and in the handout seen here.

21. Management Certificate Worksheet

Students must complete both MGMT 101, Principles of Management, and MGMT 201, Business Law as well as four additional classes from the options listed here to receive a management certificate. Two of these electives, the BSAD 101, Introduction to business course and ENGL 103 course can be completed as part of the Business degree requirements, which means a couple extra courses can get you a management certificate!

22. Supervisory Letter of Recognition

The Supervisory Letter of Recognition requirements are available at the following link and are included in the worksheet shown on the next slide for your convenience.

23. Supervisory Letter of Recognition Worksheet

By completing three supervision courses, including MGMT 101, Principles of Management, MGMT 207 Principles of Supervision, and Either MGMT 201 Business Law or MGMT 225 Legal Issues in Labor Management, for a total of nine credits, students may receive a Supervisory Letter of Recognition.

24. Accounting

Students interested in accounting can pursue an AA degree in Business or an Accounting certificate. The certificate is intended for students seeking to either upgrade their professional competence, or for students who have a Bachelor's degree in an area other than accounting who wish to sit for the CPA exam in Maryland. The Accounting Certificate requirements and course offerings are available at the following link and on the next slide. Please note that Montgomery College offers all required CPA Exam Courses! To find out more about the CPA exam requirements, visit the following site.

25. Accounting Certificate Worksheet

The Accounting Certificate requires many of the courses necessary to sit for the CPA exam. To complete this certificate program, students must complete ACCT 221, Accounting I, ACCT 222, Accounting II, and ACCT 231, Intermediate Accounting I, as well as four courses from Accounting courses numbered ACCT 225 or higher or MGMT 201, Business Law.

26. Start Working on your Academic Plan!

There are many additional advising tools available to begin creating your academic plan, based on the degree or certificate that fits your needs best, as well as your schedule. To access these tools, please select the link at the bottom of this screen.

27. Course Planning Worksheet

This course planning worksheet is a great resource to plan out which classes you will take each semester to meet your degree or certificate requirements. Using this worksheet, you should be able to estimate your expected graduation date.

28. Calculate your Grade Point Average

Your Grade Point Average (GPA) is a helpful indicator of your performance as a student. To determine your GPA throughout the semester, you can use this friendly GPA calculator tool.

29. Access Student Forms

Here you will find the link to many of the student forms you may need throughout your time at Montgomery College, including access to major declaration forms to become a business major, application information, graduation requests, transcript requests, and more.

30. Find Classes with No assessment Levels or Prerequisites

Even if you are limited in your course options due to placing in developmental courses, you can still get started on your degree program. This link provides a list of classes without assessment

levels or prerequisites for you to choose from as you work on completing the development courses.

31. Transfer Planning and Scholarships

Business students planning to transfer to four-year institutions may access transfer information and scholarship information at the website available on the top of your screen. If you are not sure where to transfer, we can help. The College Navigator site and Niche site listed here give you access to lots of data regarding various schools nationwide to help you choose.

32. Interested in the University of Maryland?

Many students from Montgomery College hope to transfer to the University of Maryland's Robert H. Smith School of Business, and many do. Please note that this program is available on both the College Park and Shady Grove campuses with some differences in the application process and program structure. UMD's Robert H. Smith School is considered a limited enrollment program and is highly competitive. The average Grade Point Average for admission is approximately a 3.4. We recommend that you contact these programs directly for more information. However, some information about these campuses is provided on the next slide.

33. College Park Campus

The College Park campus of the Smith School of Business has a competitive application process. For more information, please review the pathway for transfer planning on the next screen and we encourage you to contact the College Park campus.

34. UMCP's Smith School of Business Transfer Planning Worksheet

The Pathway listed here provides transfer planning guidance in selecting the Montgomery College courses to best fit when transferring to the Smith School of Business at College Park. Please pay special attention to the Smith School's policy regarding Gateway courses, highlighted and marked in red.

35. Montgomery College/ Robert H. Smith School FAQs

This page provides the answers to common questions of students transferring from Montgomery College to the University of Maryland's Smith School of Business.

36. Shady Grove Campus

The Shady Grove campus of the Smith School of Business has a unique application process and program compared to the College Park campus as you can see here. For more information, please review the pathway worksheet on the next screen and we encourage you to contact the Shady Grove campus MC contact listed here.

While we do not have a guaranteed transfer partnership for the College Park campus, the Shady Grove campus offers a guaranteed admissions program if you apply and are accepted into the Terp Transfer Partnership before your last semester at MC and graduate with a Business A.A. Degree from MC with a GPA of 3.4 or higher.

37. Suggested Transfer Pathway

Here you will find an example of a transfer pathway designed for MC students planning to attend the Shady Grove campus of the Smith School. Please access the link at the bottom of the screen to find the pathway for your desired major.

38. Other Transfer Opportunities

While many students plan to attend the Smith School of Business, this program is competitive and students are encouraged to consider alternative options as well, such as alternative majors (e.g., Communications or Economics) and even other business schools.

39. Business Programs within a 50-mile Driving Radius of MC Rockville

This worksheet displays a list of institutions within a 50-mile driving radius of the MC Rockville campus that offer business programs for your consideration.

40. MC Business Transfer Program Agreements

As a benefit of being an MC student, below you will find a comprehensive list of the business partnerships created by MC Faculty, Staff and Administrators with four-year institutions. Each agreement was designed so MC students could seamlessly continue their education and reach their academic goals.

41. Scholarships

You may access scholarships through MC and the schools you intend to transfer to. Scholly is also a smartphone app that matches students with hundreds of higher education scholarships that are not tied to a specific school for further scholarship opportunities.

42. Business Learning Resources.

Montgomery College offers multiple learning resources to help students.

43. Smarthinking Online Tutoring

Smarthinking is free online tutoring for all MC students, anywhere, anytime! In Math - Science - Business - Writing - Spanish – and IT.

44. Smarthinking Guidance

This page provides you with more information about how to access the online Smarthinking tutoring services.

45. Accounting Tutors

Accounting tutors are available at no cost to students in the Business office on the Rockville campus on the second floor of Humanities, Room 261. Accounting tutors are also available on the Germantown campus in the Math Accounting Physics Engineering Learning Center located in the HT (High Technology and Science Center) building, Room 229. Schedules for accounting tutors on both campuses may be accessed at the link on the bottom of your screen.

46. Campus Maps

The Rockville and Germantown Campus Maps provided here indicate where the accounting tutors are located for your convenience. To zoom in on a map, simply click the campus map of your choice.

47. Writing, Reading and Language Center

The Writing, Reading and Language Center serves as a free resource for students, faculty, and staff and provides support services to students in all classes that require reading, writing,

speech, American English pronunciation, and world languages. Centers are free of cost and are located on all three campuses.

48. Additional Free Tutoring

Free short-term tutoring is available in Rockville on a walk-in basis for currently enrolled students taking math, biology, chemistry, physics, engineering, and geosciences courses. Please access the link on the middle of the screen for more information. Tutoring is also available on the Germantown Campus in the Math Accounting Physics Engineering Learning (MAPEL) Center. It provides services including tutoring, calculators, a computer lab, text books/solution manuals, and other study materials. For operating hours and more information visit the link toward the bottom of your screen. Additional math tutoring is also available on the Takoma Park campus. Please access the link provided on the bottom of your screen for more information.

49. Library Resources

The Montgomery College Libraries play an essential role in supporting the curriculum at Montgomery College, offering a variety of services and resources, in-person and virtually. There are locations at each campus for your convenience.

50. Blackboard Support and Tutorials

All courses at Montgomery College now require the use of Blackboard in some form. For help or support with Blackboard, please use the contact information here or feel free to access the tutorials available at the bottom of your screen.

51. Career Resources

Montgomery College Career Services offers a variety of support and tools for obtaining the career of your choice.

52. Career Services

Montgomery College Career Services offers multiple resources for students including an online job site, ejobs, a career coach, one on one counseling and resume review, as well as workshops, events, and job fairs. Please contact an office convenient to you for more information or access the links provided here.

53. Resume Workshop

For additional resume guidance and help writing cover letters too, feel free to access Professor Hannah Weiser's resume workshop at the following link.

54. Get Involved! Extracurricular Opportunities

It is important to get involved on campus, and MC has a number of opportunities for you to do so. Extracurriculars play a part when you apply to colleges and jobs. That is because the things you do in your free time reveal a lot about you. Also, engaging on campus shows a willingness to go beyond the minimum expectations.

55. ENACTUS

Enactus is a nationwide community of student, academic and business leaders committed to using the power of entrepreneurial action to transform lives and shape a better more sustainable world. Various Enactus opportunities are available for skill building and volunteer

work throughout the school year. Feel free to learn more about Enactus and about joining MC's Enactus program in the following Youtube videos.

56. Youtube Video: Learn About Enactus

This video is approximately one minute long. For playback errors, Youtube "See Opportunity – A Glass Half Full." Click play to access this clip.

57. Youtube Video: Join MC Enactus!

This video is approximately one minute long. For playback errors, Youtube "Join MC Enactus!" Click play to access this clip.

58. Raptor Tank Business Pitch Competition

Modeled after the ABC hit show, "Shark Tank," Raptor Tank is designed to promote student start-up ideas and economic development by bringing together students with mentors and judges from the entrepreneurial community in a real life business challenge. Winners receive up to \$5,000 in seed money to support the student's business start up. See pictures from our recent Raptor Tank event at the link on your screen, as well as a short video highlighting this program.

Youtube Video: Raptor Tank Business Pitch Competition.

This video is approximately three minutes long. For playback errors, Youtube: "MC Today: Raptor Tank Business Competition." Click play to access this clip.

59. Raptors for Change

Raptors for Change is a social entrepreneurship competition that enables student teams to use their creativity to raise money for one of four charities. Each team of up to four people is given 18 handcrafted Ugandan necklaces and 18 dollars - resources they can use to raise as much money as possible for their selected charity in only five days. This competition is a great way to work with friends, build a resume, earn prizes, and help others!

60. Clubs and Organizations

MC Business students are encouraged to take their college experience to the next level by joining a club or organization - a great extracurricular activity! Joining a club is a way to expand your horizons from an educational and social perspective. For more information about business-oriented clubs on your campus, access the information at the bottom of your screen.

61. Office of Student Life

On each campus, the Office of Student Life empowers students to actualize personal and social change. Additional MC clubs and volunteer opportunities may be found through this office.

62. Honors and Special Programs

In addition to the intellectual satisfaction, MC offers many honors programs and additional special programs to provide recognition on your transcripts and resume if you meet certain standards. When you transfer to a four-year program or go on a job interview, that acknowledgement shows you are a motivated person willing to give a little extra.

63. Macklin Business Institution (MBI)

The Macklin Business Institute (MBI) isn't a typical business program. It's an experiential learning program for business students to get hands-on experience in the business world and local community. By coupling real-life experience with what students are learning in business classes, our students are often better prepared to succeed when they transfer to top business schools. For example, MBI students operate the MBI Café, proudly serving Starbucks on MC's Rockville Campus.

64. Hillman Entrepreneurs Programs

The Hillman Entrepreneurs Program is a scholarship and educational program. The goal is to support, develop, and graduate ethical leaders who want to energize and give back to their local communities. Please note the benefits of this program and watch the video available here for more information.

65. Youtube Video: Hillman Entrepreneurs Program

This video is approximately three minutes long. For playback errors, Youtube "Hillman Entrepreneurs Program at Montgomery College." Click play to access this clip.

66. Renaissance Scholars

The Renaissance Scholars is a selective honors program offered in the evenings and on the weekends at the Germantown campus and at the Takoma Park/Silver Spring campus. The many benefits of this program are listed here, as well as a video for more information.

67. Youtube Video: Renaissance Scholars

This video is approximately three minutes long. For playback errors, Youtube "Montgomery College Renaissance Scholars Program." Click play to access this clip.

68. Phi Theta Kappa

Membership in Phi Theta Kappa provides many benefits. First and foremost, you will be eligible for transfer scholarships that many colleges and universities offer to Phi Theta Kappa members. Also, the national reputation of Phi Theta Kappa will identify you to other colleges and potential employers as a superior student, and should be included on your resume. Please note the eligibility requirements and contact your campus Faculty Advisor listed here for more information.

69. Honors Awards and Special Recognition

In addition to the preceding programs, there are additional honors awards and special recognition at MC, including the Honors Scholar Award, Dean's List designation, and Honors transcript notation. For more information, access the link on the bottom of your screen.

70. Networking – Join the Business Buddy Program!

The Business Buddy Program pairs a student who is currently in the Business program with new students interested in business as an informal "buddy" for further help and support beyond the business faculty and staff. This program is a great way to get involved at MC, especially as a mentor, while being flexible to meet your own scheduling needs. Access the Business Buddy Program sign up at the link on the screen, or use the QR code.

71. Thank you!

Thank you for completing the Montgomery College Business Student Orientation. For additional questions or concerns, please feel free to contact your campus business program.