



Accounting, Business & Marketing Summit Minutes

Date: Tuesday, March 13, 2018, 8 to 11 AM
Building __7__ Room _310__

Important Dates

2018

Thursday, March 1 - GPA's for MM3

Tech Prep Showcase – April 12, 2018

Friday, June 1 – Credit Capture forms due to Tech Prep

September to mid-October – Jr. Registration

September through November – Jr. Career Exploration Days

2019

Getting Ready for College Night – February 14, 2019

Tech Prep Showcase – March 16, 2019 (may change)

The meeting began at 8:05 a.m. with a welcome by Joey Marshall, Tech Prep Pathway Manager.

Attendees: Robin Holweger and Math Hughes, Kettering Fairmont; Rust Sink, Carrie Wiant, Tracy Aukerman, and Tammy Drew, MVCTC; Heather Campbell, Butler Tech; Pam Smith, Belmont High School; Amy Richardson, Ponitz CTC; JoAnne Hodgson, Greene County CC; Lyle Cole, Dunbar High School; Steve Abrell, Warren County CC; Christy Yokajty and Adam Priefer, Centerville High School; Dennis Brode, Rick Andrews, Jacklyn Myers, Rocky Belcher, Carol Bonner, Anita Gilkey, and Delena Aungst, Sinclair CC; Wendell Meyers, Joey Marshall, Josiah Wahlrab, Tim Bryant, and Shirley DeWinter, Tech Prep Consortium.

Joey Marshall, Pathway Manager, explained the new Tech Prep Checklist, New Employees in the Tech Prep office, and “What is Tech Prep.” Joey extended an invitation to the Business Career Day on March 23 at the Mason Campus. He also showed graphs of statistics for the Scholarship dollars spent from 2006 to 2018 and numbers in Tech Prep Pathways. As of 2017, there are 10,660 TP students and Business is the third largest pathway.

BOGO (Buy one 3-hr course and get a 3-hr course free) has a minimum of 6 credit hours. Our goal is to increase post-secondary completion, lower out-of-pocket costs, and diversify college population.

Sinclair is happy to announce 4-year Degrees coming soon in UAS, Industrial Automation, and Advanced Manufacturing.

Please contact your coordinator or Joey (joey.marshall@sinclair.edu or 937-512-????) to order your TP Pathway posters.

Dennis Brode, Associate Professor, Management, is looking at OER (Open Ed. Resources) instead of a textbook for **MAN 1107**. The campus class is updating the textbook and course content for the fall. However, as “Introduction to Business” concepts do not change, you will not necessarily need to purchase any new textbooks. The eLearn shell for MAN 1107 will be updated this spring and summer, content and quizzes will change. The questions used on the quizzes will come from the textbook Test Bank. A decision on a new textbook will be made by the end of March. Dennis will contact Joey with the information and Joey will email everyone in MAN 1107.

Instructor feedback stated an issue with the course shell having multiple gradebooks. Dennis and Tim are aware of this problem and they are working on this issue. Next, “How can we see what the students missed on a quiz?” Dennis demonstrated how to bring up a quiz report: in the eLearn shell, click on Manage→Quizzes→select a Chapter Quiz and from the drop-down list, select Statistics→and then click on the Question Details tab. It was suggested that Tech Prep needs to have an eLearn training session.

If a MAN 1107 video will not load, please scroll down to the “Listen to Me” and read the video content. Dennis is researching why video links are not working.

Rick Andrews, Chairperson, Associate Professor, Accounting, is moving **ACC 1100** to the 2016 desktop version of QuickBooks in the fall. This is a cash accounting course that uses the first four chapters of the ACC 1210 Introduction to

Accounting textbook. Rick will allow you to use any college accounting textbook. The eLearn shell will contain additional cases and projects.

ACC 1210 is a Transfer Assurance Guides (TAGs) course; therefore Rick cannot make any changes to the state requirements for college credit. The Sinclair course will be moving to the next edition of the same textbook for the fall, McGraw-Hill Connect “Financial Accounting Fundamentals” 7th Ed. As this is a large expense for high schools, it was recommended that at least one textbook be purchased for each instructor.

Jacklyn Myers, Assistant Dean, Business & Public Service, spoke on behalf of the Dean, Elizabeth Orlando, and extended a huge thank you to all Tech Prep teachers who work so hard in preparing students for college. The Dean’s office is always open to you.

Rocky Belcher, Associate Professor, Business Information Systems, is also moving **BIS 1110 – International Business** to a software Connect package. Some schools may wish to purchase and others will not, which is okay. If you are not using the Sinclair textbook, your students must pass the proficiency exam (with an A, B or C) to receive college credit. For the schools using the Connect package, all new materials will be in the eLearn shell by August 1. The portfolio requirement will be removed and there will be only two papers required.

Instructor feedback stated that Ohio State University and University of Cincinnati would not accept BIS 1110 for transfer credit.

Charles Richardson, Ned Young and April Carpenter were not present. Joey will ask them for updates on their courses and send out the information through email.

Carol Bonner, Coordinator, Student Completion Office, presented a PowerPoint on 15 Months to a Degree. This program accelerates graduation with full-time courses for Fall, Spring and Summer terms allowing the student to quickly enter a 4-year collage or the job market. Other benefits are that the students are given priority registration for classes, a one-on-one navigator from beginning to end, help with purchasing books, building a resume, assistance with transferring to a 4-yr. college or getting a job. The following degrees are under the Business Career Community: Business Administration, Business Management, Supply Chain, Real Estate and Paralegal. There are a total of 14 degree options across all pathways. Carol offered new Tech Prep classroom signs that displayed the new logo. Please call 937.512.4877 for more information.

Anita Gilkey, Assistant Professor, Business Information Systems, spoke about **BIS 1120**. This is the last year for Microsoft Office 2013. All Tech Prep instructors need to migrate to Microsoft Office 2016 for proficiency testing for the 2018-2019 school year. Testing will continue in the SAM software. Anita informed the audience that Sinclair is a Testing Center for MOS Certifications. All Sinclair students that are enrolled in a BIS 1220-Word Processing Software and/or BIS 1230 Spreadsheet Software receive free access to Gmetrix software to prepare for the MOS exam. As Anita is also a College Credit Plus instructor teaching BIS 1120 to high school freshman, she is looking into offering both BIS 1220 and BIS 1230 either through Tech Prep and/or CCP.

In addition, Anita mentioned that TESTOUT software company now has online software to teach BIS 1120, 1220, and 1230 called Microsoft Office 2016. TESTOUT also provides its own certification.

Anita is looking into creating a BPA chapter for the Sinclair Business students.

Delena Aungst, Associate Professor, Business Information Systems, spoke about the eLearn shells for BIS 1400, BIS 1201 and BIS 1301. **BIS 1400** will have no changes in context; however, Delena stressed the need to complete the practice quizzes (unlimited times) before taking each of the five quizzes. Also required are the Community Spotlight and Mystery Shop. The best way to accomplish both these assignments is to plan a field trip for your class to a shopping mall. If these assignments are completed with a parent, the student must prepare and present a PowerPoint presentation to the class on his/her findings. The teacher must grade assignments and upload grades to the gradebook.

Next requirement, "Through the Customers Eyes" has a \$10 fee per student. This is a reduced price for Tech Prep. If the school does not wish to purchase online access per student, then the instructor must purchase at least one account to show the videos. Each purchase comes with the opportunity to take the exam for a "National Customer Service Certification."

If you do not have full control over your BIS 1400 eLearn shell, please call Delena.

BIS 1201 – Keyboarding and Document Formatting and **BIS 1301-Advanced Document Formatting & Keyboarding** changed to McGraw-Hill GDP software. Proficiency testing for this year will also be completed in this software. BIS 1201 is a 3-minute timed writing, Keystroke quiz (40 multiple-choice questions) and 3 documents in Doc Production (table, memo and a letter using BPA guidelines). BIS 1301 is a 5-minute timed writing with Doc Production.

There is a \$10 per student fee for the tests. Wendell Meyers is emailing each eLearn shell instructor for student numbers to see if it is feasible for Tech Prep to absorb the cost for this year's testing.

A big concern from Tech Prep instructors was stated that the school budget was set last year and cannot be changed. If necessary, Delena will allow (this year only) for the instructors to use the timed writings and exam tests from BIS 1100 and BIS 1200 for BIS 1201 proficiency testing. Delena is thinking about letting the Tech Prep instructors grade these exams. Please contact Delena if you have any questions. All Delena's eLearn shells have an April 23 deadline.

Tim Bryant explained Account Request for new instructors. You must have a Sinclair account to log in to an eLearn shell. All accounts are automatically renewed by Tim. Your account runs from July 1 to July 1. Please send you class list to Tim in a spreadsheet with First Name, Last Name and Date of Birth. Tim will then send you a spreadsheet with each student's Tartan ID and Sinclair email address.

Once again, eLearn students must respond with a "Yes" or "No" for their grade to move forward to the Records Office. Deadline for eLearn Credit Capture is June 1. Tim's priority will be focused on the seniors. All eLearn grades of A, B or C will go forward to a college transcript.

Tim received instructor feedback that students who earned proficiency credit as a freshman/sophomore did not have correct grades or had missing grades on their unofficial transcripts. Tim is looking into this matter and will make corrections.

Josiah Wahlrab explained the new Credit Capture. Students will navigate to <http://mvtechprep.org> and look for the link to the instructional video. This link is not yet posted, but coming soon.

Wendell Meyers concluded the meeting with a thank you for coming and a reminder that the Tech Prep Showcase registration deadline is March 22, deadline for the Program Summary is March 28. Joey distributed books for the Professional Development class for BIS 1120 and lunch tickets.

ACCOUNTING



BUSINESS



MARKETING



2018 SUMMIT

Please log on!

Wifi:

**Username: SCC-Guest
(Follow Prompt)**



Housekeeping



Sign In



Parking Pass



Bathrooms



Agenda

TODAY'S AGENDA

8:00am-8:15am – **WELCOME** – Joey Marshall

8:15am-8:30am – **Dennis Brode** (Professor - Management/Marketing)

8:30am-8:45am – **Rick Andrews** (Chair/Professor-Accounting/Economics/ Real Estate)

8:45am-9:00am – **Jacklyn Myers** (Assistant Dean- Business & Public Services)

9:00am-9:15am – **Rocky Belcher** (Professor - Management/Marketing)

9:15am-9:30am – **Carol Bonner** (Coordinator-Student Completion Office)

9:30am-9:45am – **15 min. BREAK**

9:45am-10:00am – **Anita Gilkey** (Professor - Business Information Systems)

10:00am-10:15am – **Delena Aungst** (Associate Professor - Business Information Systems)

10:15am-10:30am – **Tim Bryant & Josiah Wahlrab** – Credit Capture Process

10:30am-10:40am – **CLOSING**- Wendell Meyers

10:40am-11:00am – **Networking Session**

New Employees

Joey Marshall



Business/Marketing/Finance

Megan O'Toole



Health Sciences/Biology Courses

Lindsay Pitstick



Arts & Comm. / IT / Law & Public Safety

What is Tech Prep

What can **Sinclair Tech Prep**
Do For Students?

- Free College Credit
- Career Development
- Free Proficiency Test/MM3
- Registration Assistance
- Informative Events
- Friendly, Helpful Staff
- Tech Prep Scholarship





MIAMI VALLEY
TECHPREP
CONSORTIUM

TECH PREP SCHOLARSHIP

Want options? No problem!
Recipients may use their award to pursue
***ANY** Sinclair program!*

- Must complete high school program with 2.25 or higher GPA
- Must complete FAFSA
- Over 220 certificates and degrees to choose from!

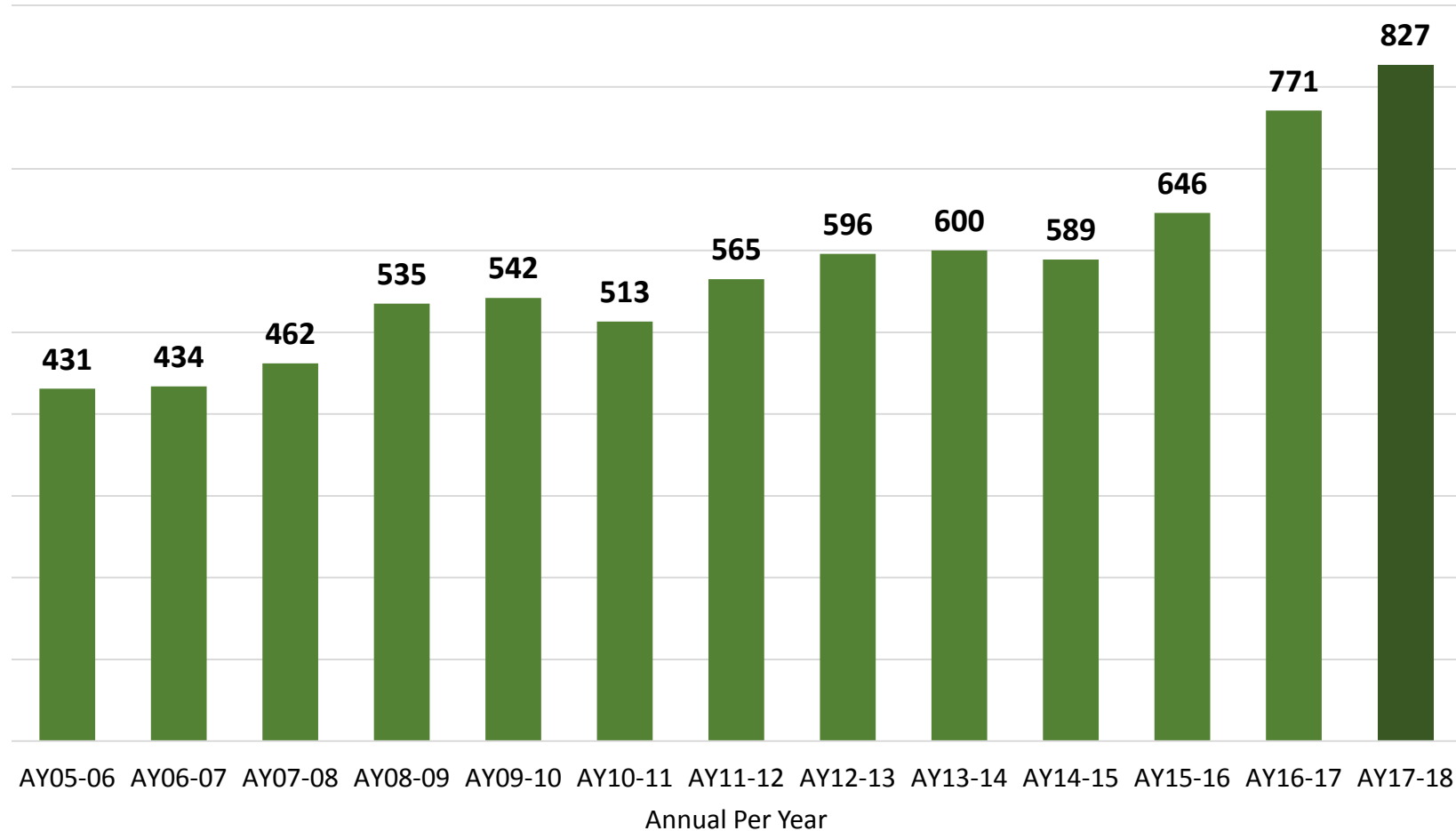
Effective Fall 2017! • May be used for developmental courses aligning with Federal Financial Aid guidelines

For more information, check us out online: www.mvtechprep.org

Sinclair Foundation Miami Valley Tech Prep Scholarships

Grand Total: \$8.8 Million

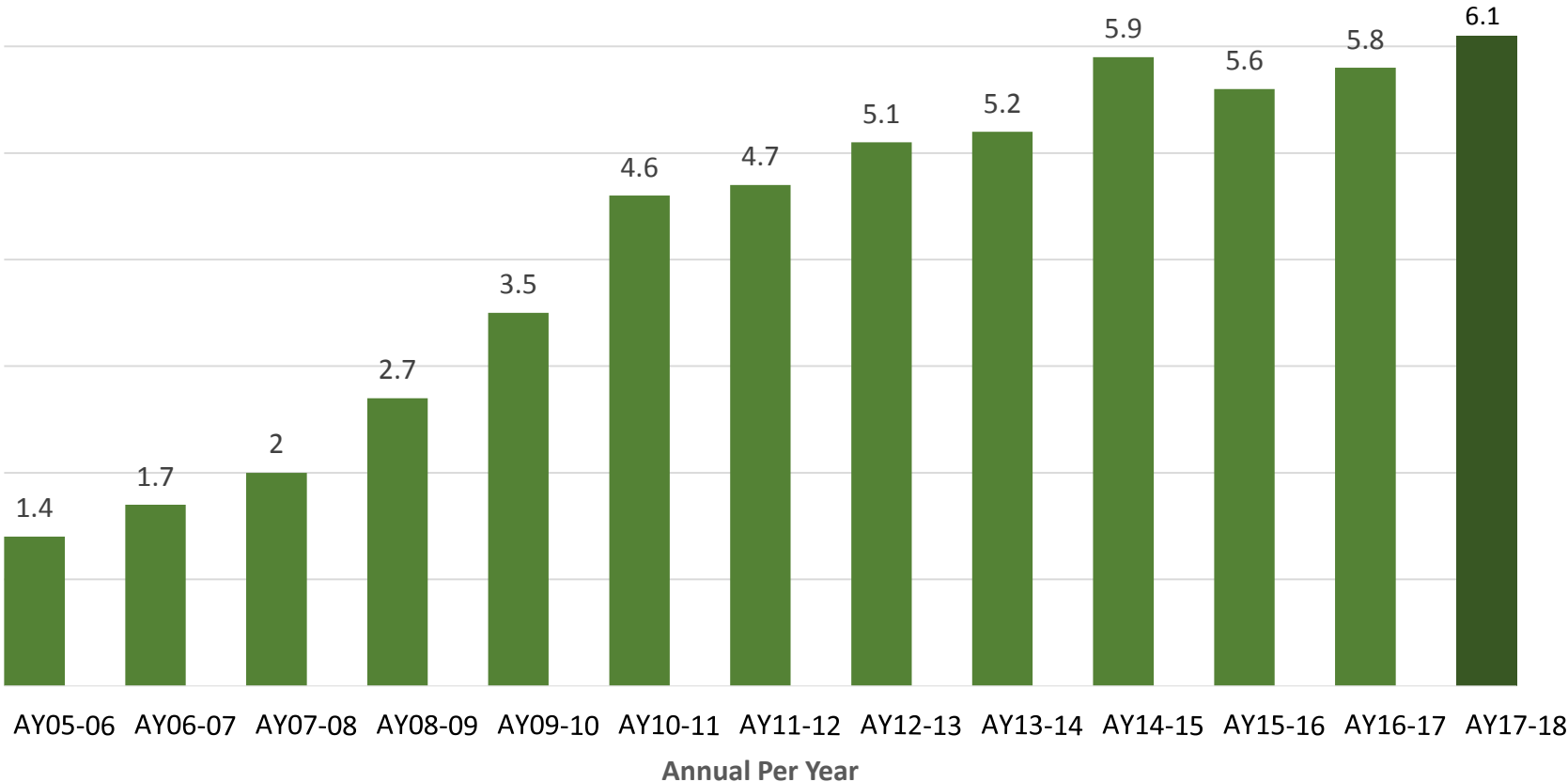
*Dollars in
hundreds of
thousands



Total Scholarships and Grants Disbursed to Miami Valley Tech Prep Students Enrolled at Sinclair

Grand Total: \$54.3 Million

*Dollars in millions



TECH PREP STUDENTS



This summer at Sinclair, Tech Prep graduates can register for one class and get another at no cost.*

**No cost to the student. Tuition covered by scholarship dollars in the amount of \$300 scholarship (in county) and \$450 scholarship (out of county).*

Summer Registration Begins March 26, 2018

To qualify, you must:

- Be a Tech Prep high school graduate in 2017 or 2018
- Meet with your Academic Advisor
Go to www.sinclair.edu/academic-advising to schedule your appointment.
- Register for a minimum of 6 credit hours for summer semester

Roles and Relationships

- High School Instructors/Administration
 - Recruit Students (All)
 - Advise Students (Guidance Counselor)
 - Deliver Content (Instructor)
 - Inform on Resources/Benefits
 - Course Approval/Compliance
- Sinclair Faculty
 - Curriculum
 - Visit Days
- Pathway Manager
 - Liaison

Alignment to Sinclair's Strategic Focus



Increasing the # of TP Students who Matriculate to Sinclair

Increasing postsecondary persistence and completion



Lowering out-of-pocket higher education costs for students

Diversifying the college-going population

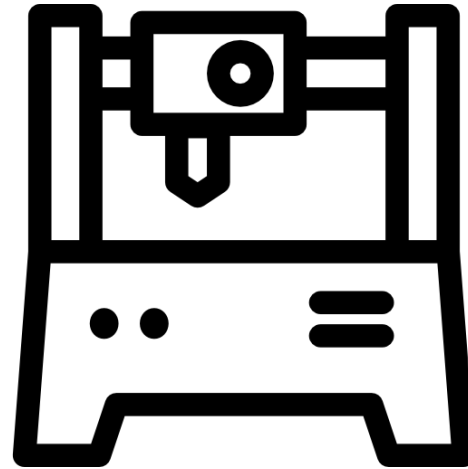


Developing more career focus with internal partners to support CTE students

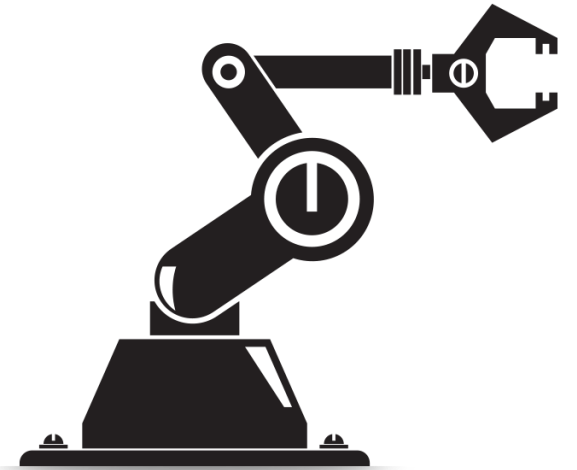
4 Year Degrees



UAS

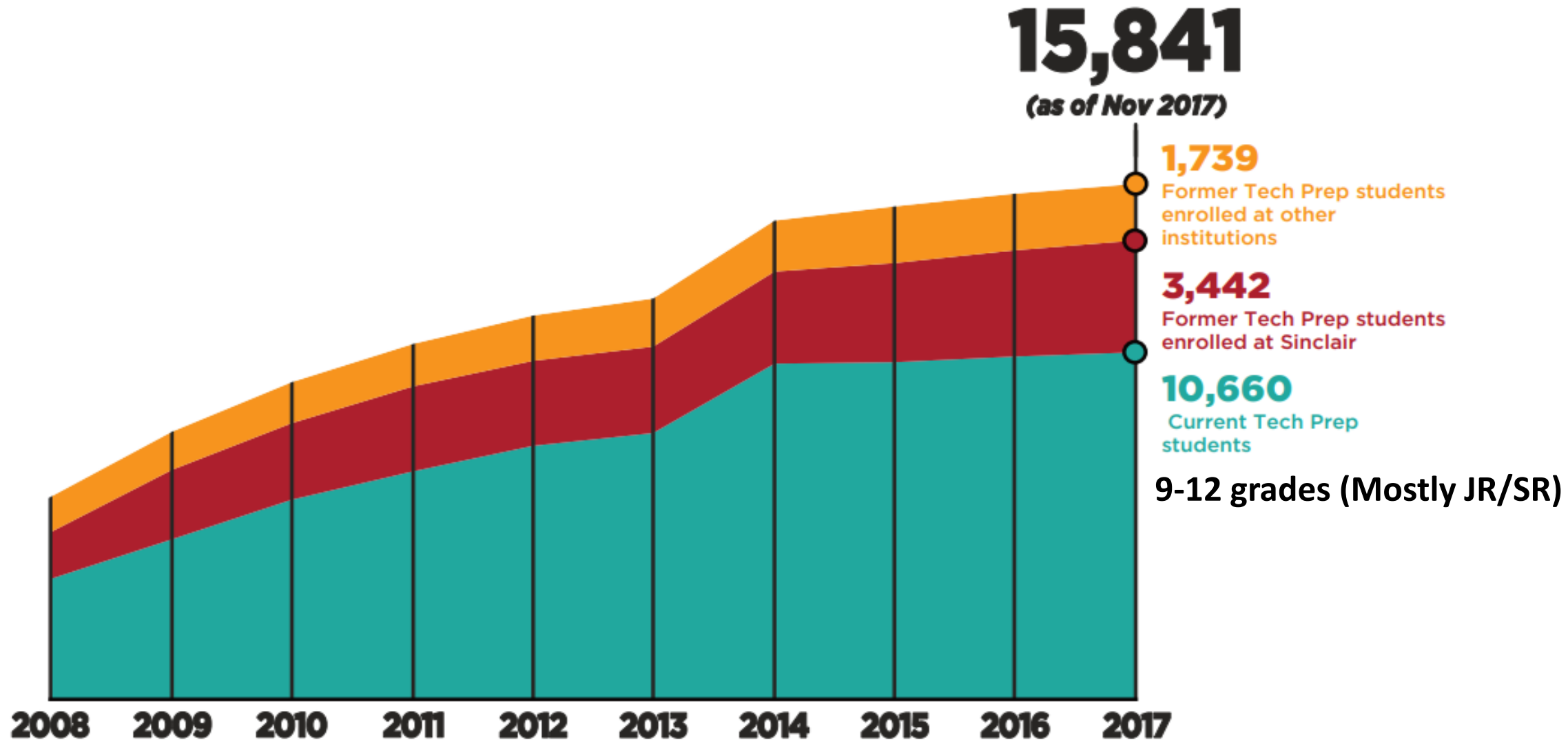


**INDUSTRIAL
AUTOMATION**



**ADVANCED
MANUFACTURING**

Miami Valley Tech Prep Annual Fall Student Enrollment: 2017



Tech Prep Fast Facts

70

Partner high schools

10,000+

High school student enrollment

3,000+

Sinclair Tech Prep scholarships awarded to seniors in AY2017-18

\$10M

Potential Sinclair scholarship awards available for 2017 Tech Prep graduates

9,700+

Number of semester hours of Sinclair-based college credits awarded

302

2016 & 2017 graduates awarded Summer BOGO scholarships

5,045

High school students that attended Career Exploration Days

Tech Prep Pathway Posters:

Order Forms in Your Folders

TECH PREP PROGRAM PATHWAYS

AA - AGRICULTURAL & ENVIRONMENTAL SCIENCE

- AA1 Agriculture & Production Systems / Livestock Power Technology / Agriculture / Food & Natural Resources / Biotechnology / Microbiology / Natural Resources Technology
- AA2 Environmental Engineering Technology
- AA3 Energy Management Technology
- AA4 Large Animal Systems
- AA5 Energy Technology & Training
- AA6 Animal Care & Training
- AA7 Plant Systems Technician

AE - ENVIRONMENTAL TECHNOLOGIES

- AE1 Structural / Mechanical / Electrical & Plumbing / Construction Design & Management
- AE2 Architectural Technology
- AE3 Civil Engineering Technology
- AE4 Construction Management Technology
- AE5 Welding, Fabricating, Air Conditioning & Refrigeration Engineering Technology
- AE6 Electrical Theory
- AE7 HVAC Light Commercial & Residential Service Technology
- AE8 Construction Supervision
- AE9 Construction Technician
- AE10 Structural Construction

BE - ENGINEERING & SCIENCE TECHNOLOGICAL PROFESSIONS (BTEC)

- BE1 Mechanical Engineering Technology
- BE2 Computer Engineering Technology
- BE3 Computer Engineering Technology
- BE4 Mechanical Engineering Technology
- BE5 Mechanical Engineering Technology
- BE6 Mechanical Engineering Technology
- BE7 Mechanical Engineering Technology
- BE8 Mechanical Engineering Technology
- BE9 Mechanical Engineering Technology
- BE10 Mechanical Engineering Technology
- BE11 Mechanical Engineering Technology
- BE12 Mechanical Engineering Technology
- BE13 Mechanical Engineering Technology
- BE14 Mechanical Engineering Technology
- BE15 Mechanical Engineering Technology
- BE16 Mechanical Engineering Technology
- BE17 Mechanical Engineering Technology
- BE18 Mechanical Engineering Technology
- BE19 Mechanical Engineering Technology
- BE20 Mechanical Engineering Technology

BT - BIOTECHNOLOGY & BIOPROCESSING

- BT1 Biotechnology / Bioprocess Engineering
- BT2 Biotechnology / Bioprocess Engineering
- BT3 Biotechnology / Bioprocess Engineering
- BT4 Biotechnology / Bioprocess Engineering
- BT5 Biotechnology / Bioprocess Engineering
- BT6 Biotechnology / Bioprocess Engineering
- BT7 Biotechnology / Bioprocess Engineering
- BT8 Biotechnology / Bioprocess Engineering
- BT9 Biotechnology / Bioprocess Engineering
- BT10 Biotechnology / Bioprocess Engineering
- BT11 Biotechnology / Bioprocess Engineering
- BT12 Biotechnology / Bioprocess Engineering
- BT13 Biotechnology / Bioprocess Engineering
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- BT16 Biotechnology / Bioprocess Engineering
- BT17 Biotechnology / Bioprocess Engineering
- BT18 Biotechnology / Bioprocess Engineering
- BT19 Biotechnology / Bioprocess Engineering
- BT20 Biotechnology / Bioprocess Engineering

CE - COMMUNITY & SOCIAL SERVICES

- CE1 Community Services / Social Services
- CE2 Community Services / Social Services
- CE3 Community Services / Social Services
- CE4 Community Services / Social Services
- CE5 Community Services / Social Services
- CE6 Community Services / Social Services
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- CE10 Community Services / Social Services
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- CE19 Community Services / Social Services
- CE20 Community Services / Social Services

DE - DESIGN & ARTS

- DE1 Graphic Design / Visual Communication
- DE2 Graphic Design / Visual Communication
- DE3 Graphic Design / Visual Communication
- DE4 Graphic Design / Visual Communication
- DE5 Graphic Design / Visual Communication
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- DE17 Graphic Design / Visual Communication
- DE18 Graphic Design / Visual Communication
- DE19 Graphic Design / Visual Communication
- DE20 Graphic Design / Visual Communication

EE - ELECTRICITY & ELECTRONICS

- EE1 Electrical Technology / Electronics
- EE2 Electrical Technology / Electronics
- EE3 Electrical Technology / Electronics
- EE4 Electrical Technology / Electronics
- EE5 Electrical Technology / Electronics
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- EE10 Electrical Technology / Electronics
- EE11 Electrical Technology / Electronics
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- EE17 Electrical Technology / Electronics
- EE18 Electrical Technology / Electronics
- EE19 Electrical Technology / Electronics
- EE20 Electrical Technology / Electronics

FE - FOOD & BIOPROCESSING

- FE1 Food Processing / Bioprocessing
- FE2 Food Processing / Bioprocessing
- FE3 Food Processing / Bioprocessing
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- FE19 Food Processing / Bioprocessing
- FE20 Food Processing / Bioprocessing

GE - GENERAL ENGINEERING

- GE1 General Engineering / Mechanical
- GE2 General Engineering / Mechanical
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- GE12 General Engineering / Mechanical
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- GE19 General Engineering / Mechanical
- GE20 General Engineering / Mechanical

HE - HEALTH SCIENCE

- HE1 Health Science / Medical
- HE2 Health Science / Medical
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- HE20 Health Science / Medical

IE - INFORMATION TECHNOLOGY

- IE1 Information Technology / Computer
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ME - MECHANICAL ENGINEERING

- ME1 Mechanical Engineering / Manufacturing
- ME2 Mechanical Engineering / Manufacturing
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NE - NURSING

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- NE20 Nursing / Health Care

OE - OCCUPATIONAL EDUCATION & TRAINING

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- OE2 Occupational Education / Training
- OE3 Occupational Education / Training
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- OE20 Occupational Education / Training

PE - PERSONAL SERVICES

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- PE20 Personal Services / Hospitality

RE - RECREATION & TOURISM

- RE1 Recreation / Tourism / Hospitality
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- RE20 Recreation / Tourism / Hospitality

SE - SERVICE & BUSINESS

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TE - TECHNOLOGY

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- TE19 Technology / Information Systems
- TE20 Technology / Information Systems

UE - UTILITIES & POWER

- UE1 Utilities / Power / Energy
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- UE5 Utilities / Power / Energy
- UE6 Utilities / Power / Energy
- UE7 Utilities / Power / Energy
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- UE19 Utilities / Power / Energy
- UE20 Utilities / Power / Energy

VE - VEHICLE & TRANSPORTATION

- VE1 Vehicle / Transportation / Automotive
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- VE19 Vehicle / Transportation / Automotive
- VE20 Vehicle / Transportation / Automotive

WE - WELDING

- WE1 Welding / Fabrication
- WE2 Welding / Fabrication
- WE3 Welding / Fabrication
- WE4 Welding / Fabrication
- WE5 Welding / Fabrication
- WE6 Welding / Fabrication
- WE7 Welding / Fabrication
- WE8 Welding / Fabrication
- WE9 Welding / Fabrication
- WE10 Welding / Fabrication
- WE11 Welding / Fabrication
- WE12 Welding / Fabrication
- WE13 Welding / Fabrication
- WE14 Welding / Fabrication
- WE15 Welding / Fabrication
- WE16 Welding / Fabrication
- WE17 Welding / Fabrication
- WE18 Welding / Fabrication
- WE19 Welding / Fabrication
- WE20 Welding / Fabrication

YE - YOUTH SERVICES

- YE1 Youth Services / Child Development
- YE2 Youth Services / Child Development
- YE3 Youth Services / Child Development
- YE4 Youth Services / Child Development
- YE5 Youth Services / Child Development
- YE6 Youth Services / Child Development
- YE7 Youth Services / Child Development
- YE8 Youth Services / Child Development
- YE9 Youth Services / Child Development
- YE10 Youth Services / Child Development
- YE11 Youth Services / Child Development
- YE12 Youth Services / Child Development
- YE13 Youth Services / Child Development
- YE14 Youth Services / Child Development
- YE15 Youth Services / Child Development
- YE16 Youth Services / Child Development
- YE17 Youth Services / Child Development
- YE18 Youth Services / Child Development
- YE19 Youth Services / Child Development
- YE20 Youth Services / Child Development

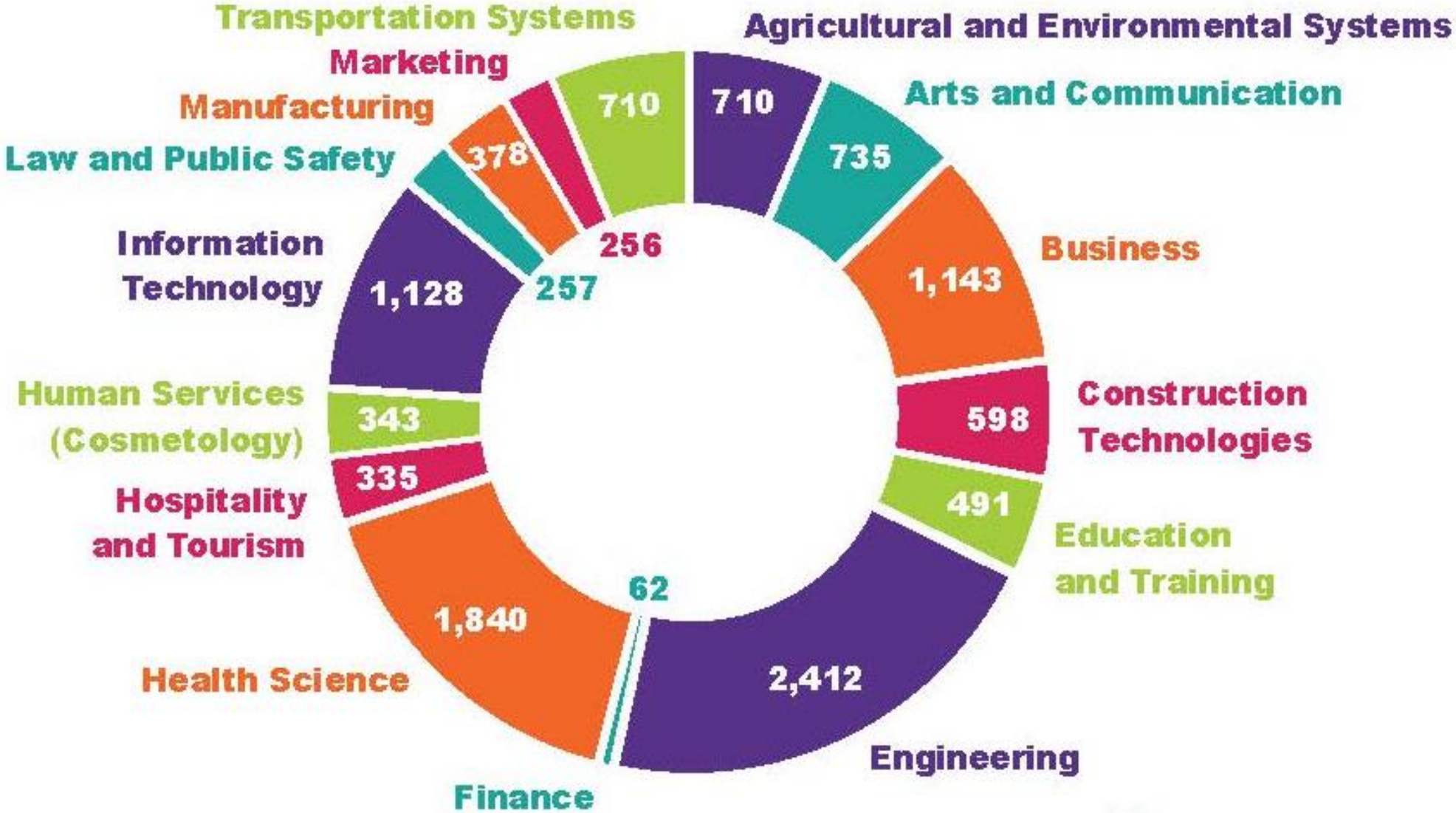
ZE - ZOO & ANIMAL CARE

- ZE1 Zoo / Animal Care / Management
- ZE2 Zoo / Animal Care / Management
- ZE3 Zoo / Animal Care / Management
- ZE4 Zoo / Animal Care / Management
- ZE5 Zoo / Animal Care / Management
- ZE6 Zoo / Animal Care / Management
- ZE7 Zoo / Animal Care / Management
- ZE8 Zoo / Animal Care / Management
- ZE9 Zoo / Animal Care / Management
- ZE10 Zoo / Animal Care / Management
- ZE11 Zoo / Animal Care / Management
- ZE12 Zoo / Animal Care / Management
- ZE13 Zoo / Animal Care / Management
- ZE14 Zoo / Animal Care / Management
- ZE15 Zoo / Animal Care / Management
- ZE16 Zoo / Animal Care / Management
- ZE17 Zoo / Animal Care / Management
- ZE18 Zoo / Animal Care / Management
- ZE19 Zoo / Animal Care / Management
- ZE20 Zoo / Animal Care / Management

SINCLAIR COLLEGE

MVTECHPREP.ORG

Tech Prep Student Participation by Pathway



ACCOUNTING



BUSINESS



2018 SUMMIT

eLearn Credit Capture Process

- Students provide permission via Tech Prep portal by **June 1, 2018**
- How?
- MM3



TOPIC:

BIS 1120

TIME:

11:30AM-1:30PM

LOCATION:

Bldg. 6, Room 6142

WITH:

**ANITA
GILKEY**

2018 SUMMIT





Questions?

2018 SUMMIT