



Passport Certificate: The Passport is a portfolio containing formal documents that identify and describe the marketable skills of the student who has completed a Vocational Program. Students must successfully complete 930 clock hours in order to achieve an *Entry Level Certificate* or 1860 clock hours for an *Advanced Level Certificate*.

Articulation: Many of the HCTC courses will transfer to some other schools and colleges for students wishing to continue their education. The Hannibal Career and Technical Center has an articulation agreement with several area colleges (please contact the Career Resource Office for a complete list) allowing ease in transition.



For additional information on
Enrollment, Tuition Payments,
Financial Aid, or Guidance,
contact the

Career Resource Center Office

573-221-4430



Hannibal Career and Technical Center

4550 McMasters Avenue
Hannibal, MO 63401
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Business and Managerial Options



Part of the Business & Managerial Programs



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Business & Managerial Options

The Hannibal Career and Technical Center enables adult students to participate in the Business Technology Program in a variety of ways. Unique in its design, students can attend full-time or part-time on a number of levels and a variety of academic areas.



Accounting I, II, & III: Accounting I & II curriculum includes accounting for proprietorships, partnerships, and corporations. Students learn to keep financial records manually and on computer. Accounting III students study independently from advanced accounting expanding on topics learned in Account I and II.



Legal Office and Legal Terminology I & II

Designed through a cycle of self-study which includes keying words, sentences, then listening and keying legal terminology. Current methods of transcription, correspondence, and other skills will be studied.

Marketing I & II, Small Business Management, and Marketing Internships:

Topics covered include free enterprise system, management principles, economics, human relations, business math and new product development.

Medical Office I & II and Medical Terminology I & II:

Classes are designed to prepare students for a career in the medical office field. Students will learn transcription, patient billing, medical office procedures, medical filing, and advanced terminology.

Advanced Computer Applications I & II:

Software applications focusing on Microsoft Windows including Word (word processing), Excel (spreadsheets), PowerPoint (presentation), Access (database) and Outlook (email) will be integrated with applications. Coursework is individualized allowing students to learn at their own pace. (MCAS Certification (see below) can be obtained after successfully completing this course and passing the necessary testing.)

MCAS Certification: Software applications focusing on Microsoft Windows including Word (word processing), Excel (spreadsheets), PowerPoint (presentation), Access (database) and Outlook (email) will be integrated with applications. Coursework is individualized allowing students to learn at their own pace. First attempt in each MCAS (Microsoft Certified Application Specialist) Certification will be paid for by the Hannibal Career and Technical Center. (Cost is normally \$65 per test.)