

Program Overview

The mission of Central Ohio Technical College is to meet the technical education and training needs of students and employers in the area.



cotc.edu

Newark • Coshocton • Knox • Pataskala

Business Management Technology

The Business Management Technology program awards an Associate of Applied Business. The program is designed for students who plan to work in a business environment or who need to update their skills. The program offers an excellent curriculum designed to provide instruction and experiences essential for employees in today's business world. The curriculum also includes other relevant general education courses to help students develop skills that ensure Central Ohio Technical College business management graduates are leaders in their fields.

The Business program requires students to take introductory courses in such areas as management, human resources, business law, office administration and team building which provide an opportunity for students to apply skills in decision-making, analysis, and critical-thinking.

Students enrolled in the program may choose an emphasis in one of the following areas which offer one year certificates: Human Resources, Management or Office Administration.

- The Human Resources option is aligned with the Society for Human Resource Management (SHRM) certification.
- The Office Administration and Management options allow students to gain proficiency in Microsoft® Office Software programs. The management certificate is aligned with the Institute of Certified Professional Managers.

Courses on plan of study include several that have met the Transfer Assurance Guidelines (TAG) set by the Ohio Board of Regents. TAG courses are guaranteed to transfer to

any other public institution of higher education in the state of Ohio.

Business Management Technology courses are offered at all four COTC campuses. The program offers a fully online format that is easily accessible to busy students.

COTC also offers evening and weekend degree tracks in Business Management Technology that are mapped out from start to finish to fit your busy life. You will find the support to succeed as you learn and study with the same group while completing your degree. Available at all four campuses and partially online.

Learning Outcomes

At the completion of the Business Management Technology plan of study the student will be able to:

- Apply conceptual learning skills in today's business environment.
- Analyze financial performance of an organization.
- Evaluate organizational decisions with consideration of the political, legal and ethical aspects of business.
- Assess strengths, weaknesses, opportunities and threats of the business environment.

Important Student Characteristics

Students interested in Business Management should have a desire to work with others. Skills and characteristics required for a successful career in Business Management include:

- Dedication
- Discipline
- Desire to learn
- Openness to change

- Flexibility
- Ability to meet deadlines and
- Ability to work in teams

Career Opportunities

Students may find jobs as:

- Sales Managers
- Customer Service Representatives
- Entrepreneurs
- Human Resource Generalists
- Office Managers
- Supervisors
- Team Leaders and
- Claims Processors

Transferability

Many of COTC's graduates holding the Associate of Applied Business degree choose to continue their education by pursuing a bachelor's degree at other nearby institutions: DeVry, Franklin, Miami University, Mount Vernon Nazarene, Ohio Dominican, Ohio Christian, Ohio University and Otterbein universities work closely with COTC for ease of transfer credit.

COTC shares its Newark campus with The Ohio State University at Newark, who accepts COTC credit and transferability into their Technical Education and Training/Teaching major. Transfer options continue to expand, so make sure to ask about this terrific opportunity!

How do I Start?

New students can complete the **free** online application for admission at cotc.edu/apply. Current or returning students can contact The Gateway at any of our four campus locations for your next steps.

See reverse side for more information.

The Gateway:

Newark Campus 740.366.9222
800.963.9275
Coshocton Campus 740.622.1408
Knox Campus 740.392.2526
Pataskala Campus 740.755.7090
cotc.edu/gateway

COTC Admissions:

cotcadmissions@mail.cotc.edu

COTC Academic Advising:

cotcadvising@mail.cotc.edu

Accreditation/ Membership

The Business Management Technology Program awards an Associate of Applied Business Degree which is regionally accredited by the Accreditation Council for Business Schools and Programs.

Phone: 913.339.6226

acbsp.org



Central Ohio Technical College is accredited by The Higher Learning Commission and is a member of the North Central Association.

Phone: 312.263.0456

hlcommission.org

COTC is also a member of the American Association for Higher Education, the American Association of Community Colleges, the American Council on Education, the American Technical Education Association, Inc., the Ohio Association of Two-Year Colleges and the Ohio College Association.

Non-Discrimination Statement

Central Ohio Technical College is committed to building and maintaining a diverse community to reflect human diversity, and to improve opportunities for all. The college is committed to equal opportunity and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as matter of law. Central Ohio Technical College does not discriminate on the basis of age, ancestry, color, disability, gender, gender identity or expression, genetic information, HIV/AIDS status, military status (past, present or future), national origin (ancestry), race, religion, sex, sexual orientation, protected veteran status, status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent or any other basis under the law, in its activities, programs, admission and employment. General information, questions, concerns or complaints related to these matters are to be directed to the Title IX Coordinator Holly Mason, Warner Center, Suite 236, Ohio State Newark/COTC, 1179 University Drive, Newark, Ohio 43055-1797 (740.364.9578) or ADA/504 Coordinator Connie Zang at the same location.



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