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.

Business Management Technology

Program Summary
The Business Management Technology Program awards an Associate of Applied Business Degree. 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, marketing, office administration and entrepreneurship 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: Entrepreneurship, Human Resources, Marketing and Sales, Management or Office Administration.

- Entrepreneurship coursework focuses on developing the skills and knowledge necessary to start a small business.
- The Human Resources option is aligned with the Society for Human Resource Management (SHRM) certification.
- Students who enjoy advertising and marketing may choose Marketing and Advertising as their area of interest.
- The Office Administration and Management options allow students to gain proficiency in Microsoft® Office Software programs.

Courses in the Business Management Technology 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.

The Business Management Technology is offered at the Newark, Coshocton and Knox campuses. The program offers a fully online format that is easily accessible to busy students.

Career Opportunities
Students may find jobs as:
- Sales Managers
- Customer Service Representatives
- Entrepreneurs
- Human Resource Generalists
- Office Managers
- Advertising Representatives
- Supervisors
- Team Leaders and
- Claims Processors

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

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, 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?
If you are a new student, you should apply online at cotc.edu. If you are a current or returning COTC student, contact one of the Gateway Offices listed below, send an e-mail to cotcadmissions@cotc.edu or connect with the Gateway website at http://www.cotc.edu/current-students/Gateway/Pages/Gateway.aspx.

Newark Campus 740.366.9222
800.963.9275 Ext. 222
Coshocton Campus 740.622.1408
Knox Campus 740.392.2526
Pataskala Campus 740.755.7090

See reverse side for more information.
For specific questions regarding Business Management Technology, contact:

- Bonnie Buchanan,* Associate Professor of Business Management at bbuchana@cotc.edu, or
- Kim Goudy,* Associate Professor of Business Management, at kgoudy@cotc.edu, or
- Cindy Nauer,* Associate Professor of Business Management, at cnauer@cotc.edu or
- Seth Kim,* Assistant Professor of Business Management, at skim@cotc.edu
- Jim Ellis,* Instructor of Business Management, at ellis.452@cotc.edu

*Faculty Advisors can be reached during the academic year from August to May.

Accreditation/Membership
Central Ohio Technical College is accredited by The Higher Learning Commission.
www.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 does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, 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, or designee, Warner Center Suite 226, Ohio State Newark/COTC, 1179 University Drive, Newark, Ohio 43055-1797 (740-364-9578) or ADA/504 Coordinator, Connie Zang, at the same location.