

Central Ohio Technical College

Newark • Coshocton • Knox • Pataskala

Degrees that *Work*

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 Office Administration Option

Program Summary

The Business Management Technology program at Central Ohio Technical College (COTC) awards an Associate of Applied Business degree with an Office Administration Option. This program offers students an excellent curriculum with a variety of business and software courses designed to provide a well-rounded education that will carry the graduate into any office environment in the business world. The Business Management Technology: Office Administration Option is offered at all four COTC campus locations: Newark, Coshocton, Knox, and Pataskala.

Students taking the Office Administration Option will learn business savvy through the following courses:

- Accounting
- Project Management
- Organizational Ethics
- Salesmanship
- Customer Service
- Mass Media Communications
- Marketing
- Internships and Service Learning

Students will also gain a thorough understanding of the following Microsoft® Office Software programs:

- MS Access®
- MS Word®
- MS Excel®
- MS PowerPoint®
- MS Outlook®

Students in this business option will also take composition, humanities, math and science courses to better prepare them for success in today's office environment.

Because many business students prefer to work while pursuing their degree, the program offers a flexible schedule. Students

may enroll part or full time, and may attend day or evening classes. COTC also offers online learning opportunities, weekend opportunities and courses at all four of our campus locations.

Learning Outcomes

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

- Examine, interpret and apply current emerging business concepts and philosophies in today's technological business environment;
- Illustrate conceptual, synthetic and analytical thinking skills relative to decision making, problem solving, leadership, motivation, human relations and technical applications;
- Analyze and practice hands-on projects, exercises and presentations that simulate real-world circumstances as well as work experience in an internship that reinforces concepts and ideals in all business arenas;
- Manage work habits consistent with professional responsibility, ethics, laws, interpersonal communications and team-building competencies;
- Demonstrate competencies with computer software applications;
- Employ proficiencies in salesmanship, customer service, and training and development relative to different business philosophies and environments.

Career Opportunities/Salaries

Graduates can expect to find job opportunities in local and multi-national businesses, non-profit organizations, government offices, doctors' offices, hospitals, lending institutions, and small businesses.

Surveys of recent COTC graduates indicate the typical starting salary range is \$30,000-\$32,999 depending upon one's area of expertise and choice in the market. Job titles may include but are not limited to: billing clerks, office managers, legal assistants, receptionists, and administrative assistants.

Other related fields available at COTC include: Accounting, Computer Programming, Human Resources Management, and Marketing & Sales.

Important Student Characteristics

Graduates of the Business Management Office Administration Option should have a desire to become experts in office technology and a willingness to change with that technology. *The Bureau of Labor Statistics* explains, "Developments in office technology are certain to continue, and they will bring about further changes in the work environment." Due to COTC's diversified, comprehensive curriculum, graduates of the Business Management Office Administration Option will be able to work skillfully and efficiently in today's electronic office and its ever-evolving technology.

Additional skills and characteristics for a successful career in Business Management Office Administration include:

- Excellent Communications skills
- Expertise in office software
- Enjoy working with others
- Flexibility and an efficient work style
- Ability to work on numerous projects simultaneously
- Dedication and determination
- Poise and tact

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www.cotc.edu

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 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!

Sample Curriculum

Course Title	Credit Hours
First Quarter	
Principles of Accounting -- Financial	5.00
Document Applications I	3.00
Principles of Management	4.00
Principles of Computing	1.00
Composition I	4.00
<i>Total Credit Hours:</i>	17.00
Second Quarter	
Document Applications II	3.00
Principles of Marketing	4.00
Business Law Today	5.00
Composition II	4.00
<i>Total Credit Hours:</i>	16.00
Third Quarter	
MS PowerPoint I	4.00
Principles of Business	4.00
Personal Computer Applications in Business	4.00
Business Mathematics	5.00
<i>Total Credit Hours:</i>	17.00
Fourth Quarter	
Spreadsheet Applications I	3.00
Database Applications I	3.00
Team Building	4.00
Organizational Ethics	3.00
Salesmanship	3.00
Customer Service	3.00
<i>Total Credit Hours:</i>	19.00

Fifth Quarter

Spreadsheet Applications II	3.00
Project Management	3.00
Effective Communications	4.00
Non-Technical Elective - Mathematics	5.00
<i>Total Credit Hours:</i>	15.00

Sixth Quarter

Microeconomics	4.00
Introduction to Networking	1.00
Internship/Service Learning III	3.00
Mass Media Communications	3.00
Non-Technical Elective - Lab Science	5.00
<i>Total Credit Hours:</i>	16.00

Program Total Credit Hours: 100.00

How do I Start?

If you are a new student, you may apply online at www.cotc.edu. You may also contact the **Gateway - Office of Admissions** for more information:
E-mail: cotcadmissions@cotc.edu

Newark Campus	740.366.9494 800.963.9275 Ext. 494
Coshocton Campus	740.622.1408
Knox Campus	740.392.2526
Pataskala Campus	740.964.7090

Returning COTC students should contact the **Gateway- Office of Academic Advising** at 740.366.9422 or 800.963.9275 Ext. 422.

For specific questions regarding Business Management Technology contact:

- Gateway - Office of Academic Advising at cotcadvising@cotc.edu, or
- Murray Brunton,* Professor of Business Management, at mbrunton@cotc.edu, or
- Bonnie Buchanan,* Instructor, at bbuchana@cotc.edu, or
- Kim Goudy,* Instructor, at kgoudy@cotc.edu, or
- Cindy Nauer,* Associate Professor of Business Management, at cnauer@cotc.edu

**Faculty Advisors can be reached during the academic year from September to June.*

Accreditation/Membership

Central Ohio Technical College is accredited by The Higher Learning Commission and is a member of the North Central Association. Phone: 312.263.0456
www.ncahigherlearningcommission.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, the Ohio Association of Two-Year Colleges and the Ohio College Association.



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