

# 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 Human Resources Option

### Program Summary

The Business Management Technology Program awards an Associate of Applied Business Degree with a Human Resources Option. The program offers an excellent curriculum designed to provide well-rounded skills and experiences essential for employees in today's business human resources environment. The Business Management Technology Option: Human Resources Option is offered at all four COTC campus locations: Newark, Coshocton, Knox, and Pataskala.

The classes in Business Management option of Human Resources are broad based and provide intensive learning explorations and applications. The curriculum includes but is not limited to:

- Personnel Interviewing
- Training and Development
- Organizational Ethics
- Employee Relations
- Health, Safety and Security
- Customer Service
- Human Resource Law
- Compensation and Benefits
- Business Law
- Team Building
- Internships & Service Learning

The curriculum also includes other relevant general and management courses to help students develop skills that make Central Ohio Technical College graduates of Business in Human Resources the best in their field.

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. Central Ohio Technical College 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/Salary

The area of Business Management in Human Resources is vibrant and the job market is predicted to grow by 10% in the next 10 years. Human Resource Professionals work with every functional area of any company. Students may find jobs as:

- Human Resource Coordinators
- Human Resource Generalists
- Human Resource Managers
- Insurance Claims Specialists
- Training and Development Specialists
- Claims Processors
- Human Resource Directors

The average starting salary range is \$30,000-\$32,999, depending upon one's area of expertise and choice in the market.

Other related fields also available at COTC include Accounting, Computer Programming, Marketing/Sales, Management, and Office Administration.

### Important Student Characteristics

Every establishment in the community is a business and each of these employers need value added employees with human resources knowledge. Skills and characteristics for a successful career in Business Management Human Resources include:

- Enjoy working with others
- Dedication
- Discipline
- Desire to learn
- Openness to change
- Flexibility
- Ability to meet deadlines

### 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

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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
<b>First Quarter</b>	
Principles of Accounting - Financial	5.00
Principles of Business	4.00
Principles of Management	4.00
Principles of Computing	1.00
Composition I	4.00
<i>Total Credit Hours:</i>	18.00
<b>Second Quarter</b>	
Principles of Marketing	4.00
Business Law Today	5.00
Composition II	4.00
Non-Technical Elective - Mathematics	5.00
<i>Total Credit Hours:</i>	18.00
<b>Third Quarter</b>	
Introduction to Networking	1.00
Personal Computer Applications in Business	4.00
Introduction to Human Resource Management	4.00
Effective Communications	4.00
Mass Media Communications	3.00
<i>Total Credit Hours:</i>	16.00
<b>Fourth Quarter</b>	
Team Building	4.00
Organizational Ethics	3.00
Employee Relations	4.00
Customer Service	3.00
Health, Safety and Security	2.00
<i>Total Credit Hours:</i>	16.00
<b>Fifth Quarter</b>	
Micro Economics	4.00
Salesmanship	3.00
Compensation and Benefits	4.00
Human Resource Law	3.00
Internship/Service Learning II	2.00
<i>Total Credit Hours:</i>	16.00

<b>Sixth Quarter</b>	
Personnel Interviewing	3.00
Training and Development	2.00
Internship/Service Learning I	1.00
Business Mathematics	5.00
Non-Technical Elective - Lab Science	5.00

*Total Credit Hours:* 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](http://www.cotc.edu). You may also contact the **Gateway - Office of Admissions** for more information:

E-mail: [cotcadmissions@cotc.edu](mailto: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](mailto:cotcadvising@cotc.edu), or
- Murray Brunton,\* Professor of Business Management, at [mbrunton@cotc.edu](mailto:mbrunton@cotc.edu), or
- Bonnie Buchanan,\* Instructor, at [bbuchana@cotc.edu](mailto:bbuchana@cotc.edu), or
- Kim Goudy,\* Instructor, at [kgoudy@cotc.edu](mailto:kgoudy@cotc.edu), or
- Cindy Nauer,\* Associate Professor of Business Management, at [cnauer@cotc.edu](mailto: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](http://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, Inc., the Ohio Association of Two-Year Colleges and the Ohio College Association.



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[www.cotc.edu](http://www.cotc.edu)