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## **Business Management Technology** *Associate of Applied Business (66 semester hours)*

Business Management Technology is for those who want to move into management and those already in management who want to upgrade their skills. It is designed primarily for individuals who have several years of relevant work experience and now want to learn more about broad areas of management in order to re-direct their careers or increase their chances of moving into management positions. This program is also designed for individuals who want a broad education in general business and management. Graduates without extensive work experience typically start as assistants to managers and advance to management positions based on experience, motivation and ability.

*Please note this is a guideline only; your DARs is the official program record*

### **Core Program Requirements:**

BTE 101 Introduction to Accounting (3)  
BTE 105 Introduction to Marketing (3)  
BTE 106 Introduction to Business & the Economy(3)  
BTE 108 Introduction to Business Law (3)  
BTE 109 Quantative Business Methods (3)  
BTE 111 Introduction to Management (3)  
BTE 113 Management and Supervisory Skills (3)  
BTE 181 Computers & Business (3)  
BTE 203 Computerized Accounting (3)  
BTE 282 Computer Based Business Analysis (3)

ENG 215 Technical Writing (3)  
MTH 101 Introduction to Elementary Algebra (3)  
MPF I ENG 111 College Composition (3)  
MPF II COM 135 or COM 136 (3)  
MPF III or IV or V; 2 courses from 2 areas; (6)  
( CSA 151 recommended for MPF V)

### **Specialized Courses:**

BTE 241 Management Business Operations (3)  
BTE 242 Mgt. of Small Bus. Operations (3)  
BTE 243 Management Worker Relations (3)  
BTE 244 Introduction to Global Business (3)

### **BTE approved electives \***

\* Six credit hours of career related electives are required. Select from BTE courses not required for this major, as well as ECO 201 or ECO 202. Other electives are possible with the approval of BTE faculty adviser.

**BTE courses do not satisfy any Bachelor degree in business course requirements and a maximum of 12 credit hours of BTE may be applied.**

*Program and course content are subject to change. This listing was current at the time of its printing and is intended for general informational purposes only. **It should not be relied on to represent your specific requirements.** Generally, you are bound by program requirements that existed at the time you first started at Miami University unless you elect to meet newer requirements. The Degree Audit Report System (DARs) produces an individualized report, which indicates your progress in meeting your specific program requirements. You may obtain a copy from the Records Office or from BannerWeb.*

**Please be sure to consult an adviser in the Business Technology Department regularly, and before starting your program.**