Central Ohio Technical College
Plan of Study
2009-2010 Academic Year

Name:	
COTC Student ID#:	
Advisor:	

Datatel Department Code	**BMTBM**
COTC Major Number	**001015**
OBR Subjectcode	**520201**

Plan of Study for the Associate of Applied Business Degree in

Business Management Technology

1. Courses listed on this Plan of Study may have prerequisites; please see the Course Description Section on the COTC Web Page (COTC Current Students Tab).
2. P = This Course has a Portfolio Requirement
3. I = This Course Offered Via the Internet
4. PF = Portfolio Final

Quarter 1				***Quarter 2***				***Quarter 3***			
ACC-2113	Principles of Accounting - Financial	5.00		BMT-2022	Principles of Marketing	4.00	I/P	BMT-2464	Personal Computer Applications in Business	4.00	I/P
BMT-2014	Principles of Business	4.00	I	BMT-2025	Micro Economics	4.00	I				
BMT-2021	Principles of Management	4.00	I/P	BMT-2074	Business Law Today	5.00	I	BMT-2876	Introduction to Human Resource Management	4.00	I
CMP-1601	Principles of Computing	1.00	I	COM-1536	Composition II	4.00	I				
COM-1535	Composition I	4.00	I					COM-1534	Effective Communications	4.00	
								DMD-3836	Mass Media Communications	3.00	I
	Total	18.00			***Total***	17.00			***Total***	15.00	
Quarter 4				***Quarter 5***				***Quarter 6***			
BMT-2071	Team Building	4.00	I/P	BMT-2018	Project Management	3.00	I/P	BMT-2019	Strategic Management	4.00	I
BMT-2865	Customer Service	3.00	I/P	BMT-2470	Organizational Ethics	3.00	I	BMT-2070	Managerial Skills	4.00	I/P
MTH-1204	Business Mathematics	5.00	I	BMT-2481	Salesmanship	3.00	I	BMT-2855	Problem Solving and Managerial Decision Making	4.00	PF
	Technical Elective	4.00		BMT-2996	Internship/Service Learning	3.00					I
					Non Technical Elective Mathematics	5.00			Non Technical Elective Lab Science	5.00	
	Total	16.00			***Total***	17.00			***Total***	17.00	

TOTAL CREDIT HOURS REQUIRED: 100.00

Non Technical Electives: Lab Science			
Total of 5 Credit Hours Required			
BIO-1730	Environmental Science	5.00	
BIO-1740	General Biology	5.00	
BIO-1745	Human Biology	5.00	
CHM-1713	General, Organic, Biochemistry	6.00	

Technical Electives						
Total of 4 Credit Hours Required						
ACC-2114	Financial Accounting	5.00		BMT-2485	Public Relations	3.00
ACC-2126	Individual Taxation	4.00		BMT-2846	Compensation & Benefits	4.00
BMS-2027	Document Applications I	3.00		BMT-2850	Employee Relations	4.00
BMS-2037	Spreadsheet Applications I	3.00		BMT-2856	Human Resource Law	3.00
BMS-2205	PowerPoint I	4.00		BMT-2860	Personnel Interviewing	3.00
BMT-2480	Service Marketing/Mgmt	3.00		BMT-2870	Health, Safety and Welfare	2.00
BMT-2482	Retail Management	3.00		BMT-2875	Training and Development	2.00
BMT-2483	Adv. Concepts/Procedures	3.00		CMP-2596	Prin Computer Programming	4.00

Non Technical Electives: Mathematics		
Total of 5 Credit Hours Required		
MTH-1208	Elementary Statistics	5.00
MTH-1215	College Algebra	5.00

ACC-2113 plus ACC-2114 together have been approved by the Ohio Board of Regents as meeting the Transfer Assurance Guide (TAG) course requirements. Students wishing to meet the Accounting TAG may choose to enroll in ACC-2114 to complete the Accounting TAG.

The College Reserves the Right to Change Curricula Without Notice.

MAY, 2009 ***Office of the Vice President for Academic Affairs***