Central Ohio Technical College
Plan of Study
2007 2008 Plan of Study

Name:	
Social Security Number:	
Advisor:	

POISE Major Code	**BBM**
Datatel Department Code	**BMT**
COTC Major Number	**1015**
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 Academics or Current Students Tabs).
2. Courses highlighted on this Plan of Study are offered only once a year in the Quarter indicated; courses not highlighted on this Plan of Study may or may not be offered more than once per year.
3. P = This Course has a Portfolio Requirement
4. I = This Course Offered Via the Internet
5. PF = Portfolio Final

Quarter 1 Autumn				***Quarter 2 Winter***				***Quarter 3 Spring***			
COM 1532	Composition I	4.00		COM 1533	Composition II	4.00		COM 1534	Effective Communications	4.00	
CMP 1601	Principles of Computing	1.00		BMT 2022	Principles of Marketing	4.00	I/P	CMP 2464	Personal Computer Applications in Business	4.00	P
BMT 2014	Principles of Business	4.00	I/P	BMT 2025	Micro Economics	4.00	I				
BMT 2021	Principles of Management	4.00	I	BMT 2074	Business Law Today	5.00	I	BMT 2876	Introduction to Human Resource Management	4.00	I
ACC 2113	Principles of Accounting I	5.00									
								DMD 3836	Mass Media Communications	3.00	
	Total	18.00			***Total***	17.00			***Total***	15.00	
Quarter 4 Autumn				***Quarter 5 Winter***				***Quarter 6 Spring***			
MTH 1204	Business Mathematics	5.00		BMT 2018	Project Management	3.00	I/P	BMT 2019	Strategic Management	4.00	I
BMT 2071	Team Building	4.00	P	BMT 2470	Organizational Ethics	3.00	I	BMT 2070	Managerial Skills	4.00	I/P
BMT 2865	Customer Service	3.00	I/P	BMT 2481	Salesmanship	3.00	I	BMT 2855	Problem Solving and Managerial Decision Making	4.00	PF
	Technical Elective	4.00		BMT 2993	Internship/Service Learning	3.00					
					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		
NAT 1715	Chemistry Fundamentals	5.00
NAT 1730	Environmental Science	5.00
NAT 1740	General Biology	5.00
NAT 1745	Human Biology	5.00

Non Technical Electives: Mathematics		
Total of 5 Credit Hours Required		
MTH 1208	Elementary Statistics	5.00
MTH 1210	College Algebra	5.00

Technical Electives						
Total of 4 Credit Hours Required						
BMS 2027	Document Applications I	3.00		BMT 2482	Retail Management	3.00
BMS 2037	Spreadsheet Applications I	3.00		BMT 2485	Public Relations	3.00
BMS 2210	Medical Information Coding	4.00		CMP 2596	Prin Computer Programming	4.00
BMS 2294	Patient Billing	3.00		BMT 2846	Compensation & Benefits	4.00
ACC 2114	Financial Accounting	5.00		BMT 2850	Employee Relations	4.00
ACC 2126	Individual Taxation	4.00		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 2483	Adv. Concepts/Procedures	3.00		BMT 2875	Training and Development	2.00

The College Reserves the Right to Change Curricula Without Notice.