Central Ohio Technical College
Plan of Study
2007 2008 Academic Year

Name:	
Social Security Number:	
Advisor:	

POISE MajorCode	**BMP**
Datatel Department Code	**BMTHR**
COTC Major Number	**1016**
OBR Subjectcode	**521001**

Plan of Study for the Associate of Applied Business Degree in

Business Management Technology

Human Resource Management Option

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 2074	Business Law Today	5.00	I				
BMT 2021	Principles of Management	4.00	I		Non Technical Elective Mathematics	5.00		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	
								BMS 2927	Introduction to Networking	1.00	
	Total	18.00			***Total***	18.00			***Total***	16.00	
Quarter 4 Autumn				***Quarter 5 Winter***				***Quarter 6 Spring***			
BMT 2071	Team Building	4.00	P	BMT 2025	Microeconomics	4.00	I	MTH 1204	Business Mathematics	5.00	
BMT 2470	Organizational Ethics	3.00	I	BMT 2481	Salesmanship	3.00	I	BMT 2860	Personnel Interviewing	3.00	I
BMT 2850	Employee Relations	4.00		BMT 2846	Compensation & Benefits	4.00	I/P	BMT 2875	Training & Development	2.00	I/P
BMT 2865	Customer Service	3.00	I/P	BMT 2856	Human Resource Law	3.00	I	BMT 2993	Internship/Service Learning	1.00	
BMT 2870	Health, Safety and Security	2.00	I	BMT 2993	Internship/Service Learning	2.00			Non Technical Elective Lab Science	5.00	
	Total	16.00			***Total***	16.00			***Total***	16.00	

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
No Technical Electives Required

The College Reserves the Right to Change Curricula Without Notice.