

Name:	
Social Security Number:	
Advisor:	
POISE MajorCode	BMA
Datatel Department Code	BMTOF
COTC Major Number	1019
OBR Subjectcode	110202

**Plan of Study for the Associate of Applied Business Degree in
 Business Management Technology**

Office Administration 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		MTH 1204	Business Mathematics	5.00	
CMP 1601	Principles of Computing	1.00		BMT 2022	Principles of Marketing	4.00	I/P	BMT 2014	Principles of Business	4.00	I
BMT 2021	Principles of Management	4.00	I	BMS 2028	Document Applications II	3.00		BMS 2205	PowerPoint I	4.00	P
BMS 2027	Document Applications I	3.00		BMT 2074	Business Law Today	5.00	I	CMP 2464	Personal Computer Applications in Business	4.00	P
ACC 2113	Principles of Accounting I	5.00									
		Total	17.00			Total	16.00			Total	17.00
Quarter 4 Autumn				Quarter 5 Winter				Quarter 6 Spring			
BMS 2037	Spreadsheet Applications I	3.00		COM 1534	Effective Communications	4.00		BMT 2025	Microeconomics	4.00	I
BMS 2067	Database Applications I	3.00		BMT 2018	Project Management	3.00	I/PF	BMT 2993	Internship/Service Learning	3.00	
BMT 2071	Team Building	4.00	P	BMS 2038	Spreadsheet Applications II	3.00	P	DMD 3836	Mass Media Communications	3.00	
BMT 2470	Organizational Ethics	3.00	I		Non Technical Elective Mathematics	5.00			Non Technical Elective Lab Science	5.00	
BMT 2481	Salesmanship	3.00	I								
BMT 2865	Customer Service	3.00	I/P					BMS 2927	Introduction to Networking	1.00	
		Total	19.00			Total	15.00			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