

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

<b>Datatel Program Code</b>	<b>BMT.AAB</b>
<b>COTC Major Number</b>	<b>001010</b>
<b>CIP Code</b>	<b>52.0201</b>

A grade of C (2.00) or better is required for all Business Management Technology courses listed as prerequisites for advanced courses.

*The student who successfully completes the courses listed below on this Plan of Study will earn an Associate of Applied Business Degree in Business Management Technology.*

- KEY:**
- \* Indicates this course has a prerequisite; please see the Course Description Section on the COTC Web Page
  - # Indicates this course requires a C grade or better for BMT.AAB students in order to progress and graduate from the program
  - NT - Indicates this course fulfills a Non-Technical Course Requirement on this Plan of Study
  - NT Elec - Indicates Elective Choice in the Non-Technical course requirement category
  - T - Indicates this course fulfills a Technical Course Requirement on this Plan of Study
  - T Elec - Indicates Elective Choice in the Technical course requirement category

TAG, C-TAG, OTM - Designation in this column indicates this course has been approved by the Ohio Board of Regents as a Transfer Assurance Guide (TAG), Career Technical Assurance Guide (C-TAG), or Ohio Transfer Module (OTM) course. Please follow this link on the COTC web site for more information: <http://www.cotc.edu/current-students/tags-transfer-module/Pages/index.aspx>

Course Name	Course Title	Course Credit Hours	Weekly Contact Hours	Tech, Non-Tech or Elective	Semester(s) Course Offered	SEM Course Approved As A TAG, C-TAG or OTM	Equivalent Quarter Course	Equivalent Quarter Cr Hrs
<b>SEMESTER 1</b>								
ACCT-111	Financial Accounting	3.00	4.00	NT	AU	TAG	ACC-2113 & ACC-2114	5.00 & 5.00
BUS-105	Introduction to Business	3.00	3.00	T	AU	-----	BMT-2014	4.00
BUS-125	PC Applications in Business	3.00	4.00	T	AU	TAG	BMT-2464	4.00
BUS-170	Business Portfolio I	1.00	1.00	T	AU	-----	BMT-2428	1.00
# ECON-105	Principles of Microeconomics	3.00	3.00	NT	AU	TAG,OTM	BMT-2025	4.00
* # ENGL-112	Composition I	3.00	4.00	NT	SM,AU,SP	OTM	COM-1535	4.00
<b>TOTAL CREDIT &amp; CONTACT HOURS</b>		<b>16.00</b>	<b>19.00</b>					
<b>SEMESTER 2</b>								
BUS-110	Introduction to Management	3.00	3.00	T	SP	-----	BMT-2021	4.00
* # BUS-115	Introduction to Marketing	3.00	3.00	T	SP	TAG	BMT-2022	4.00
BUS-130	Team Building	3.00	3.00	T	SP	-----	BMT-2071	4.00
BUS-135	Introduction to Human Resource Management	3.00	3.00	T	SP	-----	BMT-2876	4.00
* ENGL-207	Business & Professional Communications	3.00	4.00	NT	SM,AU,SP	TAG	None	-----
<b>TOTAL CREDIT &amp; CONTACT HOURS</b>		<b>15.00</b>	<b>16.00</b>					
<b>SEMESTER 3</b>								
BUS-120	Business Law	3.00	3.00	NT	AU	TAG	BMT-2074	5.00
BUS-205	Global Business	3.00	3.00	T	AU	-----	BMT-2075	4.00
BUS-210	Entrepreneurship	3.00	3.00	T	AU	-----	BMT-2710	4.00
	Non-Technical Elective - Lab Science	4.00	5.00	NT Elec	See Choices Listed Below			
	Business Field Experience Elective	1.50 or 2.00	7.00 or 13.00	T Elec	See Choices Listed Below			
	Technical Elective	5.00	10.00	T Elec	See Choices Listed Below			
<b>TOTAL CREDIT &amp; CONTACT HOURS</b>		<b>19.50</b>	<b>31.00</b>					

*The College Reserves the Right to Change Curricula Without Notice.*

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<b>SEMESTER 4</b>									
*	BUS-270	Business Portfolio II	1.00	1.00	T	SP	-----	BMT-2448	1.00
*	MATH-130	Introduction to Statistics	3.00	3.00	NT	SM,AU,SP	OTM	MTH-1218	5.00
	SPCH-100	Fundamentals of Communications	3.00	3.00	NT	SM,AU,SP	TAG	COM-1534	4.00
		Non-Technical Elective - Arts & Humanities	3.00	3.00	NT Elec			See Choices Listed Below	
		Technical Elective	5.00	10.00	T Elec			See Choices Listed Below	
		Business Field Experience Elective	1.50 or 2.00	7.00 or 13.00	T Elec			See Choices Listed Below	
		<b>TOTAL CREDIT &amp; CONTACT HOURS</b>	<b>16.50</b>	<b>27.00</b>					

**Total Semester Credit Hours Required for Completion of Degree 67.00**

Non-Technical Required Semester Credit Hours 28.00

Technical Required Semester Credit Hours 39.00

**Non-Technical Elective - Arts and Humanities**

**Total of 3.00 Semester Credit Hours Required from the Course Choices Listed Below to Complete this Degree**

*	PHIL-100	Critical Thinking	3.00	3.00	NT Elec	SM,AU,SP	OTM	BHS-1006	3.00
*	PHIL-200	Introduction to Ethics	3.00	3.00	NT Elec	SM,AU,SP	TAG,OTM	BHS-1340	3.00
	SPAN-101	Spanish I	3.00	3.00	NT Elec	AU	-----	None	-----
*	SPAN-102	Spanish II	3.00	3.00	NT Elec	AU	-----	None	-----

**Non-Technical Electives - Lab Science**

**Total of 4.00 Semester Credit Hours Required from the Course Choices Listed Below to Complete this Degree**

	BIO-105	Environmental Science	4.00	5.00	NT Elec	SM,AU,SP	OTM	BIO-1730	5.00
*	BIO-120	General Biology	4.00	5.00	NT Elec	SM,AU,SP	OTM	BIO-1740	5.00
*	BIO-121	Human Biology	4.00	5.00	NT Elec	SM,AU,SP	OTM	BIO-1745	5.00
	BIO-140	General Ecology	4.00	5.00	NT Elec	SM,AU,SP	OTM	-----	-----
*	CHEM-100	Basic Chemistry	4.00	5.00	NT Elec	SM,AU,SP	OTM	None	-----

**Non-Technical Elective - Social And Behavioral Sciences**

**No Credit Hours Required from this Category**

	ECON-110	Principles of Macroeconomics	3.00	3.00	NT Elec	SP	TAG	BMT-2046	4.00
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**TECHNICAL ELECTIVES**

**Total of 10.00 Semester Credit Hours Required from the Course Choices Listed Below to Complete this Degree**

**Technical Electives - GENERAL BUSINESS AREA Courses**

	BUS-175	The Business Environment	2.00	2.00	T Elec	SP	-----	None	-----
	BUS-280	Social Media Marketing	2.00	2.00	T Elec	AU	-----	None	-----

*Additional Requirements Continued on Page 3*

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**TECHNICAL ELECTIVES (Continued)**

**Total of 10.00 Semester Credit Hours Required from the Course Choices Listed Below to Complete this Degree**

**Technical Electives - Entrepreneurship Courses**

BUS-140	Advertising and Public Relations	3.00	3.00	T Elec	SP	TAG	BMT-2483 & BMT-2485	3.00 & 3.00
BUS-215	E-Commerce	3.00	3.00	T Elec	SP	-----	BMT-2712	4.00
BUS-255	Strategic Management	3.00	3.00	T Elec	AU	-----	BMT-2019	4.00

**Technical Electives - Human Resources Courses**

BUS-220	Human Resource Law Policies & Procedures	3.00	3.00	T Elec	AU	-----	BMT-2856 & BMT-2871	3.00 & 3.00
BUS-225	Business Interviewing & Counseling	2.00	2.00	T Elec	AU	-----	BMT-2860	3.00
BUS-230	Compensation & Benefits	3.00	3.00	T Elec	SP	-----	BMT-2846	4.00
BUS-235	Labor Relations	2.00	2.00	T Elec	SP	-----	BMT-2850	4.00

**Technical Electives - MANAGEMENT Courses**

BUS-250	Managerial Problem Solving	3.00	3.00	T Elec	SP	-----	BMT-2855	4.00
BUS-255	Strategic Management	3.00	3.00	T Elec	AU	-----	BMT-2019	4.00

**Technical Electives - MARKETING Courses**

BUS-140	Advertising and Public Relations	3.00	3.00	T Elec	SP	TAG	BMT-2483 & BMT-2485	3.00 & 3.00
BUS-240	Retail Management	3.00	3.00	T Elec	AU	-----	BMT-2480 & BMT-2482	3.00 & 3.00
* BUS-245	Cases in Marketing Research	2.00	2.00	T Elec	SP	-----	BMT-2486	3.00
BUS-280	Social Media Marketing	2.00	2.00	T Elec	AU	-----	None	-----
BUS-285	Advertising Campaign	2.00	2.00	T Elec	AU	-----	DMD-3880	3.00

**Technical Electives - Office Administration Courses**

BUS-150	Document Applications	3.00	4.00	T Elec	AU	-----	BMS-2028 & BMS-2029	3.00 & 4.00
BUS-155	Spreadsheet Applications	3.00	4.00	T Elec	AU	-----	BMS-2037 & BMS-2038	3.00 & 3.00
BUS-165	Presentation Applications	2.00	3.00	T Elec	SP	-----	BMS-2205	4.00

**Business Field Experience**

**Total of 2.00 Semester Credit Hours from the Course Choices Listed Below Required to Complete this Degree**

The Business Management Technology program field experience requirement mandates that a student complete 12 total contact hours per week in a field experience setting. BUS-292 taken in one semester fulfills the field experience requirement or a student could take BUS-290 and BUS-291 over two semesters to complete the field experience requirement instead.

* BUS-290	Business Field Experience I	1.50	7.00	T Elec	AU,SP	-----	BMT-2994	2.00
* BUS-291	Business Field Experience II	1.50	7.00	T Elec	AU,SP	-----	BMT-2995	2.00
* BUS-292	Business Field Experience III	2.00	13.00	T Elec	AU,SP	-----	BMT-2996	3.00