

Name:	
Social Security Number:	
Advisor:	
Datatel Department Code	BMT
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. 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			
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	P
BMT-2014	Principles of Business	4.00		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					
COM-1535	Composition I	4.00						COM-1534	Effective Communications	4.00	
								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			
BMT-2071	Team Building	4.00	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		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					
					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

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						
ACC-2114	Financial Accounting	5.00		BMT-2483	Adv. Concepts/Procedures	3.00
ACC-2126	Individual Taxation	4.00		BMT-2485	Public Relations	3.00
BMS-2027	Document Applications I	3.00		BMT-2846	Compensation & Benefits	4.00
BMS-2037	Spreadsheet Applications I	3.00		BMT-2850	Employee Relations	4.00
BMS-2205	PowerPoint I	4.00		BMT-2856	Human Resource Law	3.00
BMS-2210	Medical Information Coding	4.00		BMT-2860	Personnel Interviewing	3.00
BMS-2294	Patient Billing	3.00		BMT-2870	Health, Safety and Welfare	2.00
BMT-2480	Service Marketing/Mgmt	3.00		BMT-2875	Training and Development	2.00
BMT-2482	Retail Management	3.00		CMP-2596	Prin Computer Programming	4.00

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.