

<b>Name:</b>	
<b>Social Security Number:</b>	
<b>Advisor:</b>	
Datatel Department Code	<b>BMTHR</b>
COTC Major Number	<b>001016</b>
OBR Subjectcode	<b>521001</b>

**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 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		BMS-2903	Introduction to Networking	1.00	
BMT-2014	Principles of Business	4.00		BMT-2074	Business Law Today	5.00	I/P	BMT-2464	Personal Computer Applications in Business	4.00	P
BMT-2021	Principles of Management	4.00	I/P	COM-1536	Composition II	4.00	I	BMT-2876	Introduction to Human Resource Management	4.00	I
CMP-1601	Principles of Computing	1.00	I		Non Technical Elective Mathematics	5.00		COM-1534	Effective Communications	4.00	
COM-1535	Composition I	4.00						DMD-3836	Mass Media Communications	3.00	
	<b>Total</b>	18.00			<b>Total</b>	18.00			<b>Total</b>	15.00	
Quarter 4 Autumn				Quarter 5 Winter				Quarter 6 Spring			
BMT-2071	Team Building	4.00	P	BMT-2025	Microeconomics	4.00	I	BMT-2860	Personnel Interviewing	3.00	I
BMT-2470	Organizational Ethics	3.00	I	BMT-2481	Salesmanship	3.00	I	BMT-2875	Training & Development	2.00	I/P
BMT-2850	Employee Relations	4.00		BMT-2846	Compensation & Benefits	4.00	I/P	BMT-2994	Internship/Service Learning I	1.00	
BMT-2865	Customer Service	3.00	I/P	BMT-2856	Human Resource Law	3.00	I	MTH-1204	Business Mathematics	5.00	
BMT-2870	Health, Safety and Security	2.00	I	BMT-2995	Internship/Service Learning II	2.00			Non Technical Elective Lab Science	5.00	
	<b>Total</b>	16.00			<b>Total</b>	16.00			<b>Total</b>	16.00	

**TOTAL CREDIT HOURS REQUIRED: 99.00**

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
No Technical Electives Required
No Technical Electives Required; However, 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.