

Business Management Technology

Datatel Program Code	BMT.AAB
COTC Major Number	001010
CIP Code	52.0201

In Autumn 2012, Central Ohio Technical College will convert from the Quarter system (4 quarters per academic year) to the Semester system (2 Semesters and 1 Summer Session per academic year). Students entering COTC in Summer 2011, Autumn 2011, Winter 2012, Spring 2012, or Summer 2012 will begin their program in Quarters.

COTC makes the following three guarantees to all students who will transition from the quarter system into the semester system:

- 1) No loss of academic progress; 2) No delay in time to degree completion/graduation; and 3) No increase in total tuition and fees expended for the degree system to the program.

If transitioning from the Quarter to the Semester system, please visit the COTC "Think Semesters" web page

<http://www.cotc.edu/ThinkSemesters/Pages/default.aspx>

regularly for updates and for important additional information.

Students should meet with their Academic Advisor to map out individual paths to their degree.

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

KEY: * Indicates this course has a prerequisite; please see the Course Description Section on the COTC Web Page

** Indicates there will be no equivalent for this course in the Semester system; please see Academic Advisor

NT - Indicates this course fulfills a Non-Technical Course Requirement in 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 in this Plan of Study

T Elec - Indicates Elective Choice in the Technical course requirement category

YEAR 1 2011-2012 (Quarter System)						
Course Name	Course Title	Course Credit Hours	Tech, Non-tech or Elective	Quarter(s) Course Offered	Equivalent Semester Course	Equivalent Semester Cr Hrs
QUARTER 1						
ACC-2113	Principles of Accounting - Financial	5.00	NT	AU	Part of ACCT-111	3.00
BMT-2014	Principles of Business	4.00	T	SM,AU,WI,SP	BUS-105	3.00
BMT-2428	Business Portfolio I	1.00	T	SM,AU,WI,SP	BUS-170	1.00
CMP-1601	Principles of Computing	1.00	NT	SM,AU,WI,SP	None**	-----
*COM-1535	Composition I	4.00	NT	SM,AU,WI,SP	ENGL-110	3.00
Total Credit Hours		15.00				
QUARTER 2						
BMT-2021	Principles of Management	4.00	T	SM,AU,WI,SP	Part of BUS-110	3.00
BMT-2025	Micro Economics	4.00	NT	SM,AU,WI,SP	ECON-105	3.00
BMT-2074	Business Law Today	5.00	NT	SM,AU,WI,SP	BUS-120	3.00
*COM-1536	Composition II	4.00	NT	SM,AU,WI,SP	ENGL-111	3.00
Total Credit Hours		17.00				
QUARTER 3						
BMT-2022	Principles of Marketing	4.00	T	SM,AU,WI,SP	BUS-115	3.00
BMT-2464	Personal Computer Applications in Bsuiness	4.00	NT	SM,AU,WI,SP	BUS-125	3.00
BMT-2876	Introduction to Human Resource Management	4.00	T	SM,AU,WI,SP	BUS-135	3.00
*COM-1534	Effective Communications	4.00	NT	SM,AU,WI,SP	SPCH-100	3.00
Total Credit Hours		16.00				

The College Reserves the Right to Change Curricula Without Notice.

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YEAR 2 2011-2012 (Semester System)						
SEMESTER 3						
BUS-130	Team Building	3.00	T	AU,SP	BMT-2071	4.00
*BUS-205	Global Business	3.00	T	AU,SP	BMT-2075	4.00
*BUS-210	Entrepreneurship	3.00	T	SM,AU,SP	BMT-2710	4.00
ECON-110	Principles of Macroeconomics	3.00	NT	AU,SP	BMT-2046	4.00
	Non-Technical Elective - Lab Science	4.00	NT Elec		See Choices Below	
	Technical Elective - BUS Internship/Serv Learn	0.50	T Elec		See Choices Below	
	Total Credit Hours	16.50				
SEMESTER 4						
*BUS-270	Business Portfolio II	1.00	T	AU,SP	BMT-2448	1.00
*MATH-130	Introduction to Statistics	3.00	NT	SM,AU,SP	MTH-1218	5.00
	Non-Technical Elective - Arts & Sciences	3.00	NT Elec		See Choices Below	
	Technical Elective - BUS Internship/Serv Learn	0.50	T Elec		See Choices Below	
	Technical Elective	10.00	T Elec		See Choices Below	
	Total Credit Hours	16.50				
Non-Technical Electives Lab Science						
Total of 4 SEMESTER Credit Hours Required from the Course Choices Listed Below to Complete this Degree						
BIO-105	Environmental Science	4.00	NT Elec	SM,AU,SP	BIO-1730	5.00
BIO-120	General Biology	4.00	NT Elec	SM,AU,SP	BIO-1740	5.00
BIO-121	Human Biology (OTM)	4.00	NT Elec	SM,AU,SP	BIO-1745	5.00
CHEM-100	Basic Chemistry	4.00	NT Elec	SM,AU,SP	None	
Non-Technical Elective Arts and Humanities						
Total of 3 SEMESTER Hours Required from the Course Choices Listed Below to Complete this Degree						
PHIL-200	Introduction to Ethics	3.00	NT Elec	SM,AU,SP	BHS-1340	3.00
PHIL-100	Critical Thinking	3	NT Elec	SM,AU,SP	BHS-1006	3.00
TECHNICAL ELECTIVES - Total of 10 SEMESTER Credit Hours Required from Any Course Choice Listed Below to Complete this Degree						
Technical Electives - MANAGEMENT Courses						
*BUS-250	Managerial Problem Solving	3.00	T Elec	AU,SP	BMT-2855	4.00
*BUS-255	Strategic Management	3.00	T Elec	SM,SP	BMT-2019	4.00
Technical Electives - MARKETING Courses						
BUS-240	Retail Management	3.00	T Elec	SP	BMT-2480 & BMT-2482	3.00 & 3.00
BUS-140	Public Relations and Advertising	3.00	T Elec	AU,SP	BMT-2483 & BMT-2485	3.00 & 3.00
*BUS-245	Cases In Marketing Research	2.00	T Elec	SP	BMT-2486	3.00
BUS-285	Advertising Campaign	2.00	T Elec	AU	BMT-2980 & DMD-3880	3.00 & 3.00
Technical Electives - ENTREPRENEURSHIP Courses						
BUS-215	E-Commerce	3.00	T Elec	SP	BMT-2712	4.00
BUS-140	Public Relations and Advertising	3.00	T Elec	AU,SP	BMT-2483 & BMT-2485	3.00 & 3.00
BUS-255	Strategic Management	3.00	T Elec	SM,SP	BMT-2019	4.00
Technical Electives Human Resources						
Runs in Conjunction with Society for Human Resource Management Certificate						
BUS-220	HR Law Policies and Procedures	3.00	T Elec	AU,SP	BMT-2856 & BMT-2871	3.00 & 3.00
BUS-225	Personnel Interviewing and Counseling	2.00	T Elec	SM,SP	BMT-2860	3.00
*BUS-230	Compensation and Benefits	3.00	T Elec	SP	BMT-2846	4.00
*BUS-235	Labor Relations	2.00	T Elec	SP	BMT-2850	4.00
Technical Electives - Office Administration Courses						
BUS-165	PowerPoint	2.00	T Elec	SM,SP	BMS-2205	4.00
BUS-150	Document Applications	3.00	T Elec	AU,SP	BMS-2028 & BMS-2029	3.00 & 4.00
BUS-155	Spreadsheet Applications	3.00	T Elec	SM,SP	BMS-2037 & BMS-2038	3.00 & 3.00
Technical Electives - GENERAL BUSINESS AREA Courses						
BUS-175	The Business Environment	2.00	T Elec	AU,SP	NEW SEMESTER COURSE	-----
BUS-197	Special Topics	.5-3.00	T Elec	SP	NEW SEMESTER COURSE	-----
BUS-280	Social Media Marketing	2.00	T Elec	SM,AU	NEW SEMESTER COURSE	-----
BUS-297	Special Topics	.5-3.00	T Elec	SP	NEW SEMESTER COURSE	-----
Technical Elective - Business Internship/Service Learning - Total 1 SEMESTER Credit Hour Required						
BUS-293	Business Internship/Service Learning I	0.50	T Elec	SM,AU,SP	BMT-2994	1.00
BUS-294	Business Internship/Service Learning II	0.50	T Elec	SM,AU,SP	BMT-2995	2.00
BUS-295	Business Internship/Service Learning III	1.00	T Elec	SM,AU,SP	BMT-2996	3.00