

Central Ohio Technical College  
 Requirements for the Associate of Applied Business Degree in  
 Business Management Technology  
 Office Administration Option  
 2008-2009 Academic Year

Required Non-Technical Credit Hours: 47.00

BMT-2025	Microeconomics	4.00
BMT-2074	Business Law Today	5.00
BMT-2464	Personal Computer Applications in	4.00
BMT-2470	Organizational Ethics	3.00
CMP-1601	Principles of Computing	1.00
COM-1534	Effective Communications	4.00
COM-1535	Composition I	4.00
COM-1536	Composition II	4.00
DMD-3836	Mass Media Communications	3.00
MTH-1204	Business Mathematics	5.00
	Non-Technical Elective - Lab Science	5.00
	Non-Technical Elective - Mathematics	5.00

Required Technical Credit Hours: 53.00

ACC-2113	Principles of Accounting -- Financial	5.00
BMS-2027	Document Applications I	3.00
BMS-2028	Document Applications II	3.00
BMS-2037	Spreadsheet Applications I	3.00
BMS-2038	Spreadsheet Applications II	3.00
BMS-2067	Database Applications I	3.00
BMS-2205	MS PowerPoint I	4.00
BMS-2903	Introduction to Networking	1.00
BMT-2014	Principles of Business	4.00
BMT-2018	Project Management	3.00
BMT-2021	Principles of Management	4.00
BMT-2022	Principles of Marketing	4.00
BMT-2071	Team Building	4.00
BMT-2481	Salesmanship	3.00
BMT-2865	Customer Service	3.00
BMT-2996	Internship/Service Learning III	3.00

TOTAL REQUIRED PROGRAM CREDIT HOURS: 100.00