

Central Ohio Technical College  
 2013-2014 Academic Year  
 Plan of Study for the Associate of Applied Business Degree in  
 Business Management Technology

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

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  
 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
IDS-100	Campus Connections	1.00	2.00	NT	SM,AU,SP	-----	None	-----
<b>TOTAL CREDIT &amp; CONTACT HOURS</b>		<b>17.00</b>	<b>21.00</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	0.50	3.50	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>18.50</b>	<b>27.50</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	0.50	3.50	T Elec	See Choices Listed Below			
<b>TOTAL CREDIT &amp; CONTACT HOURS</b>		<b>15.50</b>	<b>23.50</b>					

<b>Total Semester Credit Hours Required for Completion of Degree</b>	<b>66.00</b>
<i>Non-Technical Required Semester Credit Hours</i>	29.00
<i>Technical Required Semester Credit Hours</i>	37.00

<b>Non-Technical Elective - Arts and Humanities</b>								
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	----

<b>Non-Technical Electives - Lab Science</b>								
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	----	----	----
* CHEM-100	Basic Chemistry	4.00	5.00	NT Elec	SM,AU,SP	OTM	None	----

<b>Non-Technical Elective - Social And Behavioral Sciences</b>								
No Credit Hours Required from this Category								
ECON-110	Principles of Macroeconomics	3.00	3.00	NT Elec	SP	TAG	BMT-2046	4.00

<b>TECHNICAL ELECTIVES</b>								
Total of 10.00 Semester Credit Hours Required from the Course Choices Listed Below to Complete this Degree								

<b>Technical Electives - GENERAL BUSINESS AREA Courses</b>								
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	----
* ENGR-105	Introduction to the Oil & Gas Industry	3.00	4.00	T Elec	SP	----	None	----

<b>Technical Electives - Entrepreneurship Courses</b>								
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

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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 - Human Resources Courses**

*Runs in Conjunction with Society for Human Resource Management Certificate*

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**

* BUS-290	Business Field Experience I	1.50	7.00	T Elec	AU,SP	-----	BMT-2994	1.00
* 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