

2012-2013 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
SEMESTER 1								
BUS-105	Introduction to Business	3.00	3.00	T	SM,AU,SP	-----	BMT-2014	4.00
BUS-125	PC Applications in Business	3.00	4.00	T	SM,AU,SP	-----	BMT-2464	4.00
BUS-130	Team Building	3.00	3.00	T	AU,SP	-----	BMT-2071	4.00
BUS-170	Business Portfolio I	1.00	1.00	T	AU,SP	-----	BMT-2428	1.00
ECON-105	Principles of MicroEconomics	3.00	3.00	NT	SM,AU,SP	TAG,OTM	BMT-2025	4.00
* ENGL-110	Composition I	3.00	3.00	NT	SM,AU,SP	OTM	COM-1535	4.00
IDS-100	CAMPUS CONNECTIONS	1.00	2.00	NT	SM,AU,SP	-----	None	-----
TOTAL CREDIT & CONTACT HOURS		17.00	19.00					
SEMESTER 2								
ACCT-111	Financial Accounting	3.00	4.00	NT	AU	TAG	ACC-2113 & ACC-2114	5.00 & 5.00
BUS-110	Introduction to Management	3.00	3.00	T	SM,AU,SP	-----	BMT-2021	4.00
* BUS-115	Introduction to Marketing	3.00	3.00	T	SM,AU,SP	TAG	BMT-2022	4.00
BUS-135	Introduction to Human Resource Management	3.00	3.00	T	SM,AU,SP	-----	BMT-2876	4.00
* ENGL-205	Business & Professional Communications	3.00	3.00	NT	SM,AU,SP	TAG	None	-----
	Non-Technical Elective - Arts & Humanities	3.00	3.00	NT Elec	See Choices Below			
TOTAL CREDIT & CONTACT HOURS		18.00	19.00					
SEMESTER 3								
BUS-120	Business Law	3.00	3.00	NT	SM,SP	TAG	BMT-2074	5.00
* BUS-205	Global Business	3.00	3.00	T	AU,SP	-----	BMT-2075	4.00
BUS-210	Entrepreneurship	3.00	3.00	T	SM,AU,SP	-----	BMT-2710	4.00
SPCH-100	Fundamentals of Communications	3.00	3.00	NT	SM,AU,SP	TAG	COM-1534	4.00
	Non-Technical Elective - Lab Science	4.00	5.00	NT Elec	See Choices Below			
	Technical Elective - Internship/Service Learning	0.50	3.50	T Elec	See Choices Below			
TOTAL CREDIT & CONTACT HOURS		16.50	20.50					

The College Reserves the Right to Change Curricula Without Notice.

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SEMESTER 4								
* BUS-270	Business Portfolio II	1.00	1.00	T	AU,SP	----	BMT-2448	1.00
* MATH-130	Introduction to Statistics	3.00	3.00	NT	SM,AU,SP	OTM	MTH-1218	5.00
	Technical Elective	10.00	10.00	T Elec	See Choices Below			
	Technical Elective - Internship/Service Learning	0.50	3.50	T Elec	See Choices Below			
TOTAL CREDIT & CONTACT HOURS		14.50	17.50					

Total Semester Credit Hours Required for Completion of Degree 66.00

Non-Technical Required Semester Credit Hours 29.00

Technical Required Semester Credit Hours 37.00

Non-Technical Elective - Arts and Humanities

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	----

Non-Technical Electives - Lab Science

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	----	BIO-1740	5.00
* BIO-121	Human Biology	4.00	5.00	NT Elec	SM,AU,SP	----	BIO-1745	5.00
* CHEM-100	Basic Chemistry	4.00	5.00	NT Elec	SM,AU,SP	----	None	----

Non-Technical Elective - Social And Behavioral Sciences

No Credit Hours Required from this Category

ECON-110	Principles of MacroEconomics	3.00	3.00	NT Elec	SM,AU,SP	----	BMT-2046	4.00
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TECHNICAL ELECTIVES

Total of 10.00 Semester Credit Hours Required from the Course Choices Listed Below to Complete this Degree

Technical Electives - GENERAL BUSINESS AREA Courses

BUS-175	The Business Environment	2.00	2.00	T Elec	AU,SP	----	None	----
BUS-280	Social Media Marketing	2.00	2.00	T Elec	SM,AU	----	None	----
* BUS-197-199	Special Topics in Business	0.50-3.00	0.50-3.00	T Elec	SP	----	None	----
* BUS-297-299	Special Topics in Business	0.50-3.00	0.50-3.00	T Elec	SP	----	None	----
* ENGR TCH-105	Introtroduction to the Oil & Gas Industry	3.00	4.00	T Elec	SP	----	None	----

Technical Electives - Entrepreneurship Courses

BUS-140	Public Relations and Advertising	3.00	3.00	T Elec	AU,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	SM,SP	----	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,SP	----	BMT-2856 & BMT-2871	3.00 & 3.00
BUS-225	Business Interviewing & Counseling	2.00	2.00	T Elec	SM,SP	----	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	AU,SP	----	BMT-2855	4.00
* BUS-255	Strategic Management	3.00	3.00	T Elec	SM,SP	----	BMT-2019	4.00

Technical Electives - MARKETING Courses

BUS-140	Public Relations and Advertising	3.00	3.00	T Elec	AU,SP	TAG	BMT-2483 & BMT-2485	3.00 & 3.00
BUS-240	Retail Management	3.00	3.00	T Elec	SP	----	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	SM,SP	----	None	----
* BUS-285	Advertising Campaign	2.00	2.00	T Elec	AU,SP	----	DMD-3880	3.00

Technical Electives - Office Administration Courses

BUS-150	Document Applications	3.00	4.00	T Elec	AU,SP	----	BMS-2028 & BMS-2029	3.00 & 4.00
BUS-155	Spreadsheet Applications	3.00	4.00	T Elec	SM,SP	----	BMS-2037 & BMS-2038	3.00 & 3.00
BUS-165	Presentation Applications	2.00	3.00	T Elec	SM,SP	----	BMS-2205	4.00

Technical Elective - Business Internship/Service Learning

Total of 1.00 Semester Credit Hours from the Course Choices Listed Below Required to Complete this Degree

* BUS-293	Business Internship/Service Learning I	0.50	3.50	T Elec	SM,AU,SP	----	BMT-2994	1.00
* BUS-294	Business Internship/Service Learning II	0.50	3.50	T Elec	SM,AU,SP	----	BMT-2995	2.00
* BUS-295	Business Internship/Service Learning III	1.00	7.00	T Elec	SM,AU,SP	----	BMT-2996	3.00