

Name:	
Social Security Number:	
Advisor:	
Datatel Department Code	BMTOF
COTC Major Number	001019
OBR Subjectcode	110202

**Plan of Study for the Associate of Applied Business Degree in
 Business Management Technology
 Office Administration 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	BMS-2028	Document Applications II	3.00	BMS-2205	PowerPoint I	4.00	P	
BMS-2027	Document Applications I	3.00	BMT-2022	Principles of Marketing	4.00	I/P	BMT-2014	Principles of Business	4.00	I
BMT-2021	Principles of Management	4.00	I	BMT-2074	Business Law Today	5.00	BMT-2464	Personal Computer Applications in Business	4.00	P
CMP-1601	Principles of Computing	1.00	COM-1536	Composition II	4.00	I	MTH-1204	Business Mathematics	5.00	
COM-1535	Composition I	4.00								
Total		17.00	Total		16.00	Total		17.00		
Quarter 4 Autumn			Quarter 5 Winter			Quarter 6 Spring				
BMS-2037	Spreadsheet Applications I	3.00	BMS-2038	Spreadsheet Applications II	3.00	BMS-2903	Introduction to Networking	1.00		
BMS-2067	Database Applications I	3.00	BMT-2018	Project Management	3.00	I/PF	BMT-2025	Microeconomics	4.00	I
BMT-2071	Team Building	4.00	P	COM-1534	Effective Communications	4.00	P	BMT-2996	Internship/Service Learning III	3.00
BMT-2470	Organizational Ethics	3.00	I		Non Technical Elective Mathematics	5.00		DMD-3836	Mass Media Communications	3.00
BMT-2481	Salesmanship	3.00	I						Non Technical Elective Lab Science	5.00
BMT-2865	Customer Service	3.00	I/P							
Total		19.00	Total		15.00	Total		16.00		

TOTAL CREDIT HOURS REQUIRED: 100.00

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.