Central Ohio Technical College
2010-2011 Academic Year -- REVISED

Name:	
COTC Student ID#:	
Advisor:	
Datatel Department Code	**BMTOF**
COTC Major Number	**001019**
OBR Subjectcode	**110202**

Two Year 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).

KEY: * Indicates this course has a prerequisite; please see the Course Description Section on the COTC Web Page.
YES = This Course has a Portfolio Requirement

COURSE NAME	COURSE TITLE	CR HRS	Portfolio CRS	CRS TYPE	QTR OFFERED	COURSE NAME	COURSE TITLE	CR HRS	Portfolio CRS	CRS TYPE	QTR OFFERED	COURSE NAME	COURSE TITLE	CR HRS	Portfolio CRS	CRS TYPE	QTR OFFERED
QUARTER 1						**QUARTER 2**						**QUARTER 3**					
ACC-2113	Principles of Accounting - Financial	5.00		Tech	AU	BMT-2014	Principles of Business	4.00	YES	Tech	SM,AU,WI,SP	BMS-2205	PowerPoint I	4.00	YES	Tech	SM,AU,WI,SP
BMS-2029	Document Applications I	4.00		Tech	SM,AU,WI,SP	BMT-2022	Principles of Marketing	4.00	YES	Tech	SM,AU,WI,SP	BMT-2021	Principles of Management	4.00	YES	Tech	SM,AU,WI,SP
BMT-2428	Portfolio I	1.00	YES	Tech	SM,AU,WI,SP	BMT-2074	Business Law Today	5.00		Non-Tech	SM,AU,WI,SP	BMT-2464	Personal Computer Applications in Business	4.00	YES	Non-Tech	SM,AU,WI,SP
CMP-1601	Principles of Computing	1.00		Non-Tech	SM,AU,WI,SP	COM-1536	Composition II	4.00		Non-Tech	SM,AU,WI,SP						
COM-1535	Composition I	4.00		Non-Tech	SM,AU,WI,SP							BMT-2876	Introduction to Human Resource Management	4.00		Tech	SM
	Total	15.00					***Total***	17.00					***Total***	16.00			
QUARTER 4						**QUARTER 5**						**QUARTER 6**					
BMS-2037	Spreadsheet Applications I	3.00		Tech	SM,AU,WI,SP	BMS-2038	Spreadsheet Applications II	3.00		Tech	SM,AU,WI,SP	BMT-2046	Macro Economics	4.00		Non-Tech	SM,AU,WI,SP
BMS-2067	Database Applications I	3.00		Tech	SM,AU,WI,SP	BMT-2025	Micro Economics	4.00		Non-Tech	SM,AU,WI,SP	BMT-2448	Portfolio II	1.00	YES	Tech	SM,AU,WI,SP
BMT-2075	Global Business	4.00	YES	Tech	SM,AU,WI,SP	BMT-2995	Internship/Service Learning II	2.00		Tech	SM,AU,WI,SP	BMT-2994	Internship/Service Learning I	1.00		Tech	SM,AU,WI,SP
BMT-2071	Team Building	4.00	YES	Tech	SM,AU,WI,SP	COM-1534	Effective Communications	4.00		Non-Tech	SM,AU,WI,SP	DMD-3836	Mass Media Communications	3.00		Non-Tech	SP
BMT-2710	Entrepreneurship	4.00	YES	Tech	SM,AU,WI,SP		Non-Technical Elective Mathematics	5.00		Non-Tech	SM,AU,WI,SP		Non-Technical Elective Lab Science	5.00		Non-Tech	SM,AU,WI,SP
	Total	18.00					***Total***	18.00					***Total***	14.00			

Non-Technical Electives --General - No Credit Hours Required to Complete this Degree

Non-Technical Electives -- Lab Science -- Total of 5 Credit Hours Required to Complete this Degree																	
BIO-1730	Environmental Science	5.00		Non-Tech	SM,AU,WI,SP	BIO-1745	Human Biology	5.00		Non-Tech	SM,AU,WI,SP	CHM-1713	General, Organic, Biochemistry	6.00		Non-Tech	SM,AU,WI,SP
BIO-1740	General Biology	5.00		Non-Tech	SM,AU,WI,SP												
Non-Technical Electives -- Mathematics -- Total of 5 Credit Hours Required to Complete this Degree																	
MTH-1218	Elementary Statistics	5.00		Non-Tech	SM,AU,WI,SP	MTH-1215	College Algebra	5.00		Non-Tech	SM,AU,WI,SP						

Technical Electives -- No Credit Hours Required to Complete this Degree; the following are additional choices for any BMT student																	
BMT-2480	Service Marketing/Mgmt	3.00		Tech	AU,SP	BMT-2846	Compensation & Benefits	4.00		Tech	SM,WI	BMT-2875	Training and Development	2.00		Tech	SM,WI
BMT-2482	Retail Management	3.00		Tech	AU,SP	BMT-2850	Employee Relations	4.00		Tech	AU,SP	DMD-3820	Design Fundamentals	3.00		Tech	WI
BMT-2483	Adv. Concepts/Procedures	3.00		Tech	WI,SP	BMT-2856	Human Resource Law	3.00		Tech	SM,WI	DMD-3860	Design Sofware Fundamentals	2.00		Tech	AU
BMT-2485	Public Relations	3.00		Tech	SM,WI	BMT-2860	Personnel Interviewing	3.00		Tech	AU,SP	DMD-3839	Web Design and Development	3.00		Tech	SP
BMT-2712	E-Commerce	4.00		Tech	SM,WI	BMT-2871	Health, Safety and Welfare	3.00		Tech	AU,SP						

Total Credit Hours Required for Completion of Degree	**98.00**
Non-Technical Required Credit Hours	43.00
Technical Required Credit Hours	55.00

The College Reserves the Right to Change Curricula Without Notice
REVISED - February, 2011
Office of the Vice President for Academic Affairs