

Ozarks Technical Community College

**Business and Marketing
Certificate and AAS Degree
Preferred Course Sequence**

Division Chair - Lance Renner, 447-7452, Richwood Valley - 307

Semester I	Semester II	Semester III	Semester IV
Principles of Business BUS 110 3	Principles of Marketing BUS 130 3	Managerial Accounting ACC 225 3	Occupational Seminar TEC 285 1
Business Communications BUS 140 3	Principles of Management BUS 150 3	Business Law BUS 160 3	Co-op Ed Intern/ Related Elective BUS 290 3
Personal Computer Applications CIS 101 3	Principles of Accounting I ACC 220 3	American Gov. and Politics PLS 101 3	² Business Strategy BUS 260 3
Composition I ENG 101 3	Principles of Economics I ECO 270 3	Communications Elective (C)* 3	Science Elective (B)* 3-4
¹ Math Elective (A)* 3	Related Elective 3	Related Elective 3	Related Elective 3
15	15	15	Related Elective 3

Certificate 30 hours

AAS Degree
61-62 Total Hours

16-17

Note: *(A), (B), and (C) please see back for additional course information.

Related Electives:

BUS 100 Service Learning in Business	1
BUS 111 Principles of Insurance	3
BUS 115 Personal Finance	3
³ BUS 120 Retailing	3
² BUS 125 Selling	3
² BUS 145 Principles of Advertising	3
BUS 170 Human Resources Management	3
BUS 200 Leadership	3
BUS 245 Entrepreneurship	3
CIS 105 Spreadsheet Application	3
ECO 275 Principles of Economics II	3
PSY 255 Industrial/Organizational Psychology	3
PSY 275 Consumer Psychology	3

Certificate = Courses within bold border

¹Minimum of MTH 105 or higher

² Offered Spring semester only

³ Offered Fall only

This block diagram is provided to aid in advising students and tracking course completion. OTC reserves the right to modify course titles, sequences and content in accordance with college procedures.

Not all courses are offered every semester. Check with the division chair for additional information.

BUS

A: OTC COURSES THAT SATISFY THE MATH ELECTIVE REQUIREMENT:

MTH 105 Business Math (or any higher numbered math course)

B: OTC COURSES THAT SATISFY THE SCIENCE ELECTIVE REQUIREMENT:

BIO 100 Life Science

BIO 105 Environmental Science

BCS 120 Human Anatomy and Physiology

BCS 130 Nutrition

BCS 140 Human Anatomy

Any other BIO, BCS, CHM or PHY course numbered 100 or above will fulfill this requirement;
however the others have a prerequisite.

C: OTC COURSES THAT SATISFY COMMUNICATION ELECTIVE REQUIREMENT:

COM 100 Intro to Communication

COM 105 Public Speaking

Any other COM course numbered 100 or above will fulfill this requirement;
however the others have a prerequisite.