

Ozarks Technical Community College

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

Semester I	Semester II	Semester III	Semester IV
Microcomputer Keyboarding BUS 101  1	Document Processing BUS 112  3	Business Communications BUS 140  3	Occupational Seminar TEC 285  1
Business English BUS 105  3	Composition I ENG 101  3	Certification Review/ Skill Building BUS 265  2	Project-based Office Simulations BUS 275  3
Related Elective  (D)* 3	College Accounting Part I ACC 120  3	Principles of Management BUS 150  3	Co-op/Internship Related Elective BUS 290  (D)* 1-3
Math Elective MTH 105 or higher  3	Integrated Business Applications BUS 135  3	Spreadsheet Applications CIS 105  3	Communications Elective  (B)* 3
Principles of Business BUS 110  3	Customer Service BUS 155  2	Database Applications CIS 112  3	Social Science Elective  (C)* 3
Personal Computer Applications CIS 101  3	Administrative Procedures BUS 165  3	<sup>1</sup> Social Science Elective  (C)* 3	Science Elective   3-4
16	Professional Development BUS 185  1	14-17	17

**Certificate  
34 hours**

**AAS Degree  
65-68 hours**

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

**Certificate = courses within bold border**

<sup>1</sup> Must satisfy Missouri law to include instruction in Federal and State Constitution.

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 department chair for additional information.**

**BUS- Business Technology**

**A: 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.

**B: OTC COURSES THAT SATISFY THE COMMUNICATIONS 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.

**C: OTC COURSES THAT SATISFY THE SOCIAL SCIENCE REQUIREMENTS:**

***\*\*To satisfy Missouri law to include instruction in Federal and State Constitution one of the following options must be used to fulfill the social science requirement:***

***Option 1: HST 120 and HST 130***

***Option 2: PLS 101 and ONE (1) other social science from the following:***

AGR 100	Introduction to Agriculture
ANT 101	Introduction to Anthropology
ECO 270	Principles of Macroeconomics
GRY 101	World Geography I
GRY 230	World Economic Geography
HST 105	World History I
HST 106	World History II
HST 120	US History I: to 1865
HST 130	US History II: 1865 to the Present
PLS 250	The Politics of Environment
PLS 255	Environmental Laws and Regulations
PSY 110	Introduction to Psychology
SOC 101	Introduction to Sociology

Any other ECO, HST, PLS, PSY (may not include PSY 100) and SOC course will fulfill this requirement; however the others have a prerequisite.

**D: Related Electives - May choose courses from the following: ACC or CIS**

BUS 100	Service Learning in Business	1	BUS 111	Principles of Insurance	3
BUS 115	Personal Finance	3	BUS120	Retailing	3
BUS 125	Selling	3	BUS 160	Business Law	3
BUS 170	Human Resources Management	3	BUS 200	Leadership	3
BUS 255	Desktop Publishing	3	CIS 130	Web Site Development I	3
ECO 270	Principles of Macroeconomics	3	IAD 115	Intro to Internet App Design	3
ECO 275	Principles of Microeconomics	3	IAD 125	Web Site Development I	3
PSY 255	Psychology of Work Behavior	3	PSY 275	Consumer Psychology	3