

# ASSOCIATE OF ARTS DEGREE

## BUSINESS AREA OF EMPHASIS

The Associate of Arts Degree with an emphasis in Business allows students to develop basic business skills that will allow them to continue toward a four-year business degree. This emphasis is intended for students who plan to transfer to a four-year college or university. For the A.A. Degree, students must satisfy the A.A. Degree General Education Requirements and then at least 19 hours of emphasis-specific electives.

<sup>1</sup>Students should contact the intended transfer institution to verify that their choices for electives are appropriate for their situation. Each institution may have different requirements, so the student is encouraged to keep in contact with the transfer institution to ensure that the appropriate coursework is completed for a smooth transfer. Students interested in a career in business and focused on a two-year program should enroll in the A.A. S. in Business and Marketing.

### Emphasis-Specific Electives for Business (19-21 Hrs)<sup>1</sup>

<sup>2</sup> ACC	220	Principles of Accounting I	3
<sup>2</sup> ACC	225	Managerial Accounting	3
BUS	110	Principles of Business	3
BUS	111	Principles of Insurance	3
BUS	115	Personal Finance	3
BUS	120	Retailing	3
BUS	125	Selling	3
BUS	130	Principles of Marketing	3
<sup>2</sup> BUS	140	Business Communications	3
BUS	150	Principles of Management	3
<sup>2</sup> BUS	160	Business Law	3
BUS	170	Human Resource Management	3
BUS	200	Leadership	3
BUS	245	Entrepreneurship	3
BUS	260	Business Strategy	3
GRY	230	World Economic Geography	3
<sup>2</sup> MTH	210	Statistical Methods	3
<sup>2</sup> PSY	110	Introduction to Psychology	3
<sup>3</sup> SPN	102	Beginning Spanish II	3

## PREFERRED COURSE SEQUENCE

### Semester I

CIS	101	Personal Computer Applications	3
ENG	101	Composition I	3
HLT	101	Lifetime Wellness	2
MTH	130	College Algebra	3
PSY	110	Introduction to Psychology (or emphasis-specific elective)	3
		Humanities Block I Elective	3
<b>Total Semester Hours.....</b>			<b>17</b>

### Semester II

<sup>2</sup> ECO	270	Principles of Macroeconomics	3
COM	105	Public Speaking	3
ENG	102	Composition II	3
<sup>3</sup> SPN	101	Beginning Spanish I (or GRM 101) (or Humanities Block II)	3
		Biological Science Elective	4
<b>Total Semester Hours .....</b>			<b>16</b>

### Semester III

BUS	140	Business Communications (or emphasis-specific elective)	3
ACC	220	Principles of Accounting I (or emphasis-specific elective)	3
<sup>2</sup> ECO	275	Principles of Microeconomics	3
SPN	102	Beginning Spanish II (or GRM 102) (or emphasis-specific elective)	3
		Physical Science Elective	4
<b>Total Semester Hours .....</b>			<b>16</b>

### Semester IV

BUS	160	Business Law (or emphasis-specific elective)	3
ACC	225	Managerial Accounting (or emphasis-specific elective)	3
MTH	210	Statistical Methods (or emphasis-specific elective)	3
<sup>4</sup> PLS	101	American Government and Politics	3
SSM	201	Sophomore Seminar	3
<b>Total Semester Hours .....</b>			<b>15</b>

<sup>1</sup> Students transferring to the MSU College of Business Administration (COBA) are recommended to take 21 hours of electives (making the total program 64 hours) so that they meet all of the prerequisites for admission to COBA, if these prerequisites are not met at OTC they will need to be completed at MSU before the student is admitted to COBA.

<sup>2</sup>Required for admission to the MSU COBA. (COBA requirements assume keyboarding proficiency of 40 wpm.)

<sup>3</sup>The MSU College of Business Administrations has a globalization prerequisite and recommends 6 hours of a single foreign language. However, the globalization requirement can be met with 6 hours of either a foreign language or a foreign culture. Students must, however, meet the OTC humanities block II requirement, so if they choose not to take a foreign language, they must take another humanities block II course, and 6 hours from GRY 101, 230, PLS 201, or SOC 101, which would increase the number of hours required.

<sup>4</sup>Must satisfy Missouri law to include instruction in U.S. and State Constitutions.

