

## **BUSINESS STUDIES**

### **Certificate of Completion**

This is a broad program of study that provides the student with specific skills as well as a general overview of business. The courses are also related to not-for-profit organization.

- 3 s.h. Introduction to Business Administration (BUSN 131)
  - 3 s.h. Fundamentals of Accounting (ACCT 121) or  
Principles of Accounting I (ACCT 161)
  - 3 s.h. Integrated Office Software (CSIT 123)
  - 3 s.h. Business Law (BUSN 251)
  - 3 s.h. Principles of Management (BUSN 271)
  - 3 s.h. Principles of Marketing (BUSN 134)
  - 3 s.h. Electives
- 21 s.h.

### **TOTAL CREDITS 21**

#### Elective Courses:

- 3 s.h. Principles of Accounting II (ACCT 162)
- 3 s.h. Small Business Management (BUSN 170)
- 3 s.h. Business Communications (BUSN 210)
- 3 s.h. Business Law II (BUSN 252)
- 3 s.h. Principles of Advertising (BUSN 270)
- 3 s.h. Principles of Investments (BUSN 272)
- 3 s.h. Salesmanship (BUSN 279)

**STUDENTS MUST COMPLETE ONE-HALF OF THE TOTAL NUMBER OF SEMESTER HOURS REQUIRED FOR THIS PROGRAM AT OCC.**