

BUSINESS STUDIES - Certificate of Completion
Effective Catalog Year 2018-2019

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

___BUSN 131	Introduction to Business Administration	3 cr.
___ACCT 121 or ACCT 161	Fundamentals of Accounting or Principles of Accounting I	3 cr.
___CSIT 123	Integrated Office Software	3 cr.
___BUSN 251	Business Law	3 cr.
___BUSN 271	Principles of Management	3 cr.
___BUSN 134	Principles of Marketing	3 cr.
___	Electives *	<u>6 cr.</u>
	Total Credits	24 cr.

* Elective Courses:

ACCT 162	Principles of Accounting II	3 cr.
BUSN 170	Small Business Management	3 cr.
BUSN 210	Business Communications	3 cr.
BUSN 252	Business Law II	3 cr.
BUSN 270	Principles of Advertising	3 cr.
BUSN 272	Principles of Investments	3 cr.
BUSN 151	Introduction to Human Resources Management	3 cr.

Students must complete one-half of the total number of semester hours required for this program at OCC.

Board of Trustees Approval Date: April 27, 2009

Board of Trustees Approval Date: June 27, 2011