

Objectives of the Department

In line with the accepted ideals of liberal education of preparing young men and women to meet and adjust to life situations realistically, the Department of Economics, Business Administration and Business Education offers training for the following purposes:

1. To provide a thorough understanding of the economic system for those interested in entering into public service or the business world or in doing graduate work in economics.
2. To provide basic training in Business Administration for those interested in future executive positions, or in pursuing graduate work in Business Administration.
3. To prepare teachers in the field of Business Education.
4. To prepare young men and women for secretarial careers.

BUSINESS CLUB AND FIELD TRIPS

The Otterbein Business Club is sponsored by students enrolled in the Department of Economics, Business Administration, and Business Education. Faculty members are advisors to the club. Speakers are invited to the campus to acquaint students with current developments in various business fields. Field trips are arranged to enable students to observe business operations first hand. Trips are made to Columbus, Cleveland, Pittsburgh, and other cities by representatives of the department.



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OTTERBEIN COLLEGE
BULLETIN

1952

ECONOMICS AND BUSINESS

The business world today is demanding men and women with college training. High school graduates, by means of trial and error, cannot expect to advance very far in business circles these days. Collegiate preparation is required for leadership in the world's market places and business houses.

ECONOMICS

Successful leaders in business or public service must have a thorough understanding of the economic system under which our nation functions. The college student should learn the principles and practical operations of our economy. Business and public executives deplore the fact that many young people are illiterate in matters of economic thought. Recent surveys indicate that top business executives are expected to be broadly educated in economics and other social sciences rather than narrowly trained in some highly technical field.

Otterbein College provides a balanced program in Economics, so that students preparing for careers in business or public service may have a well-rounded preparation in these fields.

Valuable combinations can be arranged in Sociology and Economics for those interested in Social Work; the Physical Sciences and Economics for those preparing for scientific research; and Religion and Economics for pre-ministerial students and those looking forward to other church vocations.

The curriculum at Otterbein College is arranged to benefit students going on to post-graduate work in Economics, Business Administration, Public Administration, or Law. Contact is maintained with post-graduate and law schools in order that undergraduate preparation always will be in line with the needs and requirements of post-graduate study.

BUSINESS ADMINISTRATION

Otterbein College offers courses in Business Administration to familiarize the student with the various fields of business and to acquaint him with the basic problems in these fields.

Today the trend is for firms to teach their own highly specialized techniques whereas the college is expected to give major attention to fundamental principles and broad training.

The department offers programs of study in the following fields:

1. Accounting
2. Marketing
3. Management

By means of preliminary courses the student has ample opportunity to decide which field is for him most interesting and suitable. Combinations of courses may be arranged in Home Economics and Marketing, Management and Church Work, Management and Social Work, Psychology and Management, or a combination of Accounting with other special fields of interest.

Students planning for post-graduate work in Business Administration are given a well-balanced foundation and preparation for graduate school.

Students expecting to enter the business field are urged to consider combining Business Administration with Business Education. The liberal arts college graduate is rare who has combined his training in Business Administration with secretarial studies. The demand is strong for this type of person. Executives in business and industry consider graduates with business and secretarial background as excellent possibilities for positions as young executives.

BUSINESS EDUCATION

College graduates who are trained in business, office management, and secretarial science are in constant demand as teachers in high schools, colleges, and universities and in private business concerns having on-the-job training programs.

To meet this demand Otterbein College offers courses leading to the degree of Bachelor of Science in Education with a major in Business Education. The departments of Education and Business Education work together to prepare students for permanent certification as high school teachers of business subjects.

The student who wishes to pursue a four-year college course majoring in Business Education and leading to the Bachelor of Arts degree may arrange a combination of studies suitable for preparation as a Medical Secretary, a Church Secretary, a secretary equipped to handle scientific dictation, a Secretary in Social Work,



or secretarial work in other special fields. Executives in specialized work have difficulty obtaining secretaries who are familiar with technical terms and skills. Consequently, there are excellent opportunities for the college graduate trained for special duties.

TWO-YEAR COURSES

For students who cannot look forward to four years in college, but who desire the values of college life, a two-year program is offered leading to the degree of Associate in General Education. Completion of this two-year course equips the student for one of the many secretarial positions available in most communities.

Placement and Employment

A placement office is maintained to help students find desirable positions upon graduation. Numerous representatives of business and industry call at the placement office to interview students about positions after graduation.

For Further Information

For further information write to the Admissions Office or to the Department of Economics, Business Administration, and Business Education.

**OTTERBEIN COLLEGE
WESTERVILLE, OHIO**

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