

## Business Administration

### A.S. Degree Program – Catalog Year 2016-2017

The AS in Business Administration is designed for those students desiring to transfer to a baccalaureate program in business. This degree is a broad program of study that provides students with specific skills as well as a general overview of business topics.

### Faculty Contacts/Program Chairs

Christopher Bottomley x2996 GATE 305

### Transfer Information

Students pursuing the Business Administration degree can transfer into majors such as Accounting, Finance, Management, Marketing and Global/International Business. Many colleges offer opportunities for transfer both in and out of state. Admission is competitive and may require specific coursework to be completed prior to applying. Students are encouraged to work closely with Business Faculty and Advising Transfer Services. Students who are planning to transfer to a four-year institution in NJ can explore the "Plan Academic Program (RTP)" feature on NJ Transfer [www.njtransfer.org](http://www.njtransfer.org).

### Career Information

Associate of Science Degrees are designed to transfer to a four-year institution, where students will pursue a Bachelor's Degree. Some students pursue the Associate Degree for personal enrichment, and/or for employment purposes, helping to improve qualifications for jobs requiring a credential beyond the high school degree. Students are strongly encouraged to consult with Business Faculty and Career Services as they begin to explore career options.

### Fundamental Coursework

Pre-Calculus/Calculus\*\*

ECON 151-152

ACCT 161-162

**Students are encouraged to keep track of degree requirements by using the "My Progress" screen on Student Planning. Student Planning can be accessed via logging into Ocean Connect.**

## Curriculum

### First Semester

ENGL 151	English I	3 cr.
	Elective*	3 cr.
MATH 165	College Algebra** (or higher)	3-5 cr.
	Humanities Gen Ed Requirement	3 cr.
ECON 151	Macroeconomic Principles	<u>3 cr.</u>
		15-17 cr.

### Second Semester

BUSN 134	Principles of Marketing	3 cr.
ENGL 152	English II	3 cr.
MATH 191	Pre-Calculus I** (or higher)	3 cr.
CSIT 123	Integrated Office Software	3 cr.
ECON 152	Microeconomic Principles	<u>3 cr.</u>
		15 cr.

### Third Semester

	Elective*	3 cr.
BUSN 251	Business Law I	3 cr.
ACCT 161	Principles of Accounting I	3 cr.
	Humanities or Social Science	
	Gen Ed Requirement	3 cr.
	Lab Science Gen Ed Requirement	<u>4 cr.</u>
		16 cr.

### Fourth Semester

BUSN 252	Business Law II	3 cr.
	Social Science Gen Ed Requirement	3 cr.
ACCT 162	Principles of Accounting II	3 cr.
	Elective* (to meet required 64 cr.)	1-3 cr.
COMM 154	Fundamentals of Public Speaking	3 cr.
BUSN 271	Principles of Management	<u>3 cr.</u>
		16-18 cr.

**TOTAL CREDITS 64**

Courses satisfying General Education Requirements must be selected from the list of Approved General Education Courses

\* BUSN 131 – Introduction to Business Administration is a recommended elective.

\*\* Most four-year business degree programs require Business Calculus or Calculus as the entry-level math course.