

## Business

### A.A.S. Degree Program – Catalog Year 2017-2018

This general business career preparation curriculum is designed to qualify students for entry-level positions in business, nonprofit organizations, and government organizations. Graduates can expect to find employment as a bookkeeper, manager in retailing, office manager, bank teller/loan officer trainee, sales/marketing person, and small business owner.

Students will complete the Business Core Requirements, General Education Requirements, and enough elective courses to acquire at least 64 credits and earn the AAS Degree in Business.

The A.A.S. Business degree is designed as a career, not transfer, program.

### Faculty Contacts/Program Chairs

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### Transfer Information

Associate of Applied Science (AAS) degrees are intended to prepare students for immediate entry into the workforce. The NJ Statewide Transfer Agreement does not guarantee the transfer of credit/coursework when a student earns an AAS degree and continues on to a four-year institution to complete a bachelor's degree. Students are encouraged to work closely with Business Faculty and Advising Transfer Services. Students planning to transfer to a four-year institution in NJ can explore the "Transfer Programs" feature on NJ Transfer [www.njtransfer.org](http://www.njtransfer.org).

### Career Information

The Associate of Applied Science Degrees are designed to provide students with the knowledge and skills necessary to start employment upon graduation. Several of the A.A.S. degrees provide the opportunity for the student to gain work experience by offering internship credit. These degrees are usually 'technical' in nature and prepare the student for certification and licensing exams necessary to work in their field of choice. Students are strongly encouraged to consult with Faculty and Career Services as they begin to explore career options. Students can also utilize Career Coach, a resource provided by OCC to help students explore degree programs and corresponding careers [ocean.emsicareercoach.com](http://ocean.emsicareercoach.com)

### Fundamental Coursework

BUSN 131, 134, 210, 251, 252, 171, 220

ACCT 161-162

ECON 151-152

**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.
BUSN 131	Introduction to Business Administration	3 cr.
COMM 154 <u>or</u>	Fundamentals of Public Speaking	3 cr.
COMM 110	Introduction to Communications	
	Mathematics Gen Ed Requirement	3 cr.
CSIT 123	Integrated Office Software	<u>3 cr.</u>
		15 cr.

### Second Semester

ENGL 152	English II	3 cr.
BUSN 134	Principles of Marketing	3 cr.
BUSN 210	Business Communications	3 cr.
	Business Program Elective (from list)	3 cr.
ECON 151	Macroeconomic Principles	<u>3 cr.</u>
		15 cr.

### Third Semester

BUSN 251	Business Law I	3 cr.
BUSN 271	Principles of Management	3 cr.
ACCT 161	Principles of Accounting I	3 cr.
ECON 152	Microeconomic Principles	3 cr.
BUSN 215	Integrated Software Applications	3 cr.
BUSN 151	Intro. to Human Resource Management	<u>3 cr.</u>
		18 cr.

### Fourth Semester

BUSN 252	Business Law II	3 cr.
ACCT 162	Principles of Accounting II	3 cr.
	Lab Science Gen Ed Requirement	4 cr.
BUSN 220	Career Management & Professional Behavior	3 cr.
	Business Program Elective (from list)	<u>3 cr.</u>
		16 cr.
		TOTAL CREDITS 64

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

### Business Program Electives

ACCT 121	Fundamentals of Accounting
BUSN 170	Small Business Management
BUSN 270	Principles of Advertising
BUSN 272	Principles of Investments
BUSN 275	Principles of Finance
BUSN 291	International Business
CSIT 126	Intermediate Spreadsheets and Databases
LAAW 108	Introduction to Employment Law