

Associate in Applied Science

BUSINESS ADMINISTRATION

Program Information

The Business Administration A.A.S. program prepares students for a career in business or provides the necessary skills for advancement in their current position. The program is designed based on the needs of the community and the trends in the industry with a focus on instructional excellence and academic success.

Upon successfully completing this program, students should be able to:

- demonstrate the utilization of quantitative techniques, computer applications and statistics to business and managerial situations,
- apply accounting and financial principles to common and current business practices and issues,
- apply and develop marketing strategies based on environmental surveys, analysis and implementation practices, and
- demonstrate oral and written communication skills conducive to common business practices.

Transfer of Credits

Although this program is designed for immediate career preparation, Business Administration graduates may transfer credits to a bachelor's degree program at a four-year college or university. Please direct specific questions to a Student Affairs advisor.

CREDITS

FIRST SEMESTER

<input type="checkbox"/>	ACC 121	Principles of Accounting I	4
<input type="checkbox"/>	BUS 102	Introduction to Business	3
<input type="checkbox"/>	CSC 115	Computer Applications	3
<input type="checkbox"/>	ENG 101	English Composition I	3
<input type="checkbox"/>	CGA 101	Introduction to Computer Art	<u>3</u>
			16

SECOND SEMESTER

<input type="checkbox"/>	ACC 122	Principles of Accounting II	4
<input type="checkbox"/>	BUS 103	Principles of Management	3
<input type="checkbox"/>	ENG 122	Business and Occupational Writing	3
<input type="checkbox"/>	BUS 106	Business Mathematics	3
<input type="checkbox"/>	CGA 120	Desktop Publishing	<u>3</u>
			16

THIRD SEMESTER

<input type="checkbox"/>	BUS 205	Legal Environment of Business	3
<input type="checkbox"/>	BUS 212	Principles of Marketing	3
<input type="checkbox"/>	BUS 240	Operations Management	3
<input type="checkbox"/>	ECO 201	Macroeconomics	3
<input type="checkbox"/>	CGA 140	Web Page Design	<u>3</u>
			15

FOURTH SEMESTER

<input type="checkbox"/>	ENG 202	Introduction to Speech Communication	3
<input type="checkbox"/>	BUS 211	Principles of Finance	3
<input type="checkbox"/>	ECO 202	Microeconomics	3
<input type="checkbox"/>		Social Science Elective	3
<input type="checkbox"/>		Humanities Elective	<u>3</u>
			15

TOTAL CREDITS: **62**

N.J. GENERAL EDUCATION COMPONENT FOR BUSINESS ADMINISTRATION (A.A.S.)

Communication:	ENG 101, ENG 122
Math/Science/Technological Competency:	CSC 115
Social Science:	Social Science Elective
Humanities:	not required
History:	not required
Cultural/Global Awareness:	not required
Unassigned:	ECO 201, ECO 202, ENG 202