

Business Administration Program

A Dual Admissions Program with Rutgers-Newark, NJIT, Montclair State University, Kean University, College of Insurance, and Seton Hall University

Division of Business — Curriculum Code: 2005

Will Earn Upon Program Completion: Associate in Science (A.S.) Degree

Why major in Business Administration?

This associate degree program builds your knowledge of general business principles and provides you with management skills that are applicable in a wide variety of settings. The major is best suited for the student who wishes to pursue, upon completing his/her associate degree, a bachelor's degree in Business Administration. With advanced degrees/certifications and relevant job experience, you can secure rewarding leadership positions as managers within industry, governmental agencies, and non-profit organizations.

If I major in Business Administration, can I transfer to an upper-division college or university?

This program prepares you to transfer to an upper-division college or university to complete your bachelor's degree. You may choose to participate in the dual admissions program with Rutgers-Newark, College of Insurance, NJIT, Montclair State University, Kean University, or Seton Hall University. These admissions agreements provide guaranteed admission with junior status to qualified students. Consult with ECC's transfer/articulation coordinator in the Career Resource Center to review specific requirements.

Are there any requirements I must satisfy before I start taking courses in my major?

Based on your placement scores, you may have to take developmental courses in reading, English, and/or mathematics before taking courses in your major.

How long will it take for me to complete this degree?

If you do not need developmental course work and you register for an average of 16 credits each semester, you can complete the degree in two years. You may shorten the time by taking courses in the summer sessions.

Where should I direct specific questions about this program?

Call the Business Division at (973) 877-3222.

Upon completion of this program, graduates will be able to:

- ◆ Demonstrate knowledge of management theories and principles;
- ◆ Communicate effectively in speech and writing using the language of business;
- ◆ Demonstrate knowledge of the American economic system;
- ◆ Use knowledge of the fundamentals of planning, organizing, and management in decision-making;
- ◆ Motivate employees to fulfill the goals of their organization in an efficient and effective manner;
- ◆ Utilize management and marketing principles to accomplish organizational objectives; and
- ◆ Apply general business concepts in a global context.

Business Administration — A. S. Degree Program

GENERAL EDUCATION REQUIREMENTS: (33 credits)	RECOMMENDED SEQUENCE OF COURSES:*
<p>Communications (6 credits) ENG 101 College Composition I 3 ENG 102 College Composition II 3</p> <p>Social Science (6 credits) Select a course from: ANT 101, 105; POL 101, 104; PSY 101, 102, 219; or SOC 101, 108, 219 6</p> <p>Lab Science (12 credits) A Lab Science sequence and a Math course (100 or higher) or two Math courses (100 or higher) and a Lab Science course 4-8 MATH (100 level or higher) 4-8 BIO 101-102, 103-104, or 121-122; CHM 101-102 or 103-104; or PHY 101-102, 103-104, or 113-114 or Math course higher than MTH 100 4-8</p> <p>Humanities (9 credits) Select a History course from: HST 101, 102, 111, 112, 121, 122, 131, 132, 134, 135, 136, 137, 161 or 162 3 One of the following 200-level English lit. courses approved as Gen. Ed. requirement: ENG 205, 208, 215, 221, 222, 232, 237, 238, 242, 250, 263 or 264 3 ART 100, 101, 102 or 3 MUS 100, 108, or 109 3</p>	<p>First Semester ACC 101 Prin. Of Accounting I—Financial 4 BUS 101 Business Organization & Mgr. 3 ENG 101 College Composition I 3 Math requirement 4 Social Science requirement 3</p> <p>Second Semester ACC 102 Prin. Of Accounting II—Managerial 4 BUS 201 Principles of Management 3 ENG 102 College Composition II 3 Math/Lab Science requirement 4 Social Science requirement 3</p> <p>Third Semester BUS requirement (200-level BUS course) 3 CIS 131, 135, 137, or 139 3 ECO 101 Prin. Of Economics (Macro) 3 Lab Science requirement 4</p> <p>Fourth Semester BUS requirement (Two 200-level BUS courses) 6 ECO 102 Prin. Of Economics II (Micro) 3 English literature requirement (200-level course) 3 History requirement 3 Art or Music requirement 3</p>
<p>MAJOR COURSE REQUIREMENTS: (15 credits)</p> <p>BUS 101 Business Organization & Mgt 3 BUS 201 Principles of Management 3 Three other 200 level business courses 9</p>	
<p>ADDITIONAL COURSE REQUIREMENTS: (17 credits)</p> <p>ACC 101 Prin. Of Accounting I—Financial 4 ACC 102 Prin. of Accounting II—Managerial 4 ECO 101 Prin. Of Economics (Macro) 3 ECO 102 Prin. Of Economics II (Micro) 3 CIS 131, 135, 137, or 139 3</p>	
<p>Total Credits Required for Degree 65</p>	

*NOTE: This plan assumes the completion of all required developmental courses in reading, writing, and mathematics as well as other pre- and co-requisites for some of the courses, as listed in the Course Descriptions section.