

# Business Administration Program

Division of Business — Curriculum Code: 2006

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

## **Why major in Business Administration?**

This program is designed to prepare students for entry-level positions in sales, marketing, administration, or management. It provides you sufficient knowledge of the business world to enable you to function effectively within large and small corporations, and also in non-profit organizations and government agencies.

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

The major is job-oriented and not designed for transfer to a baccalaureate program. Although this program is not designed for transfer purposes, many colleges and universities will apply most or all the courses you have taken toward a bachelor's degree. Other A.A.S. degree options available at Essex for Business Administration majors are: Business Administration and Microcomputers, Hospitality Management, and Office Systems Technology and Management.

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

Based on your placement test 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 courses and you register for an average of 16 credits each semester, you can complete the degree in two years. You may shorten the amount of time by taking courses in the summer sessions.

## **Where should I direct specific questions about this program?**

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

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

- ◆ Demonstrate knowledge of the world of business;
- ◆ Communicate in the language of business;
- ◆ Use economic concepts in business to solve business problems;
- ◆ Use knowledge of the fundamentals of planning, organizing, and management to make business decisions;
- ◆ Apply motivational theories in employee management;
- ◆ Apply general business concepts in a global context;
- ◆ Sell ideas and products effectively;
- ◆ Conduct both quantitative and qualitative analysis.

## Business Administration — A.A.S. Degree Program

<p><b>GENERAL EDUCATION REQUIREMENTS:</b> (22 credits)</p> <p><b>Communications (6 credits)</b> ENG 101 College Composition I 3 ENG 102 College Composition II 3</p> <p><b>Social Science (6 credits)</b> Select two courses from: ANT 101, 105; POL 101, 104; PSY 101, 102, 219; SOC 101, 108 6</p> <p><b>Lab Science/Math (4 credits)</b> MTH 100 or higher or a Lab Science course 4</p> <p><b>Humanities (3 credits)</b> Select a History course from: HST 101, 102, 111, 112, 121, 122, 131, 132, 134, 135, 136, 137, 161 or 162 3</p> <p><b>Additional Social Science Requirements (3 credits)</b> ECO 101 Principles of Economics (Macro) 3</p> <p><b>MAJOR COURSE REQUIREMENTS:</b> (21 credits)</p> <p>BUS 101 Business Organization &amp; Mgt. 3 BUS 141 Business Mathematics 3 BUS 201 Principles of Management 3 BUS 204 Introd. to Org. Behavior in Business 3 Three courses in Business Administration at the 200 level or any three Hospitality Management courses 9</p> <p><b>ADDITIONAL COURSE REQUIREMENTS:</b> (17 credits)</p> <p>ACC 101 Prin. of Accounting I - Financial 4 ACC 102 Prin. of Accounting II - Managerial 4 ECO 102 Prin. of Economics II (Micro) 3 CIS 131, 135, 137, or 139 3 Any BUS, CEE, or CIS course 3</p> <p><b>Total Credits Required for Degree 60</b></p>	<p><b>RECOMMENDED SEQUENCE OF COURSES:*</b></p> <p><b><u>First Semester</u></b></p> <p>BUS 101 Business Organization &amp; Mgt. 3 ACC 101 Prin. of Accounting I - Financial 4 Math/Lab Science requirement 4 ENG 101 College Composition I 3 Social Science requirement 3</p> <p><b><u>Second Semester</u></b></p> <p>ACC 102 Prin. of Accounting II - Managerial 4 BUS 201 Principles of Management 3 ECO 101 Prin. of Economics (Macro) 3 Social Science requirement 3 ENG 102 College Composition II 3</p> <p><b><u>Third Semester</u></b></p> <p>BUS 204 Intro. to Org. Behavior in Business 3 CIS 131, 135, 137, or 139 3 BUS 141 Business Mathematics 3 ECO 102 Prin. of Economics II (Micro) 3</p> <p><b><u>Fourth Semester</u></b></p> <p>BUS, CIS, or CEE Elective 3 BUS requirement 3 BUS requirement 3 BUS requirement 3 Humanities requirement 3</p>
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**\*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.