

# Business Career Development Program

*Division of Business — Curriculum Code: 3001*

*Will Earn Upon Program Completion: Certificate in Business Career Development*

## ***Why major in Business Career Development?***

This program is designed to develop or refine technical and professional skills in business. The program is especially appropriate for employees who wish to upgrade job-related skills for the sake of career advancement. It is also designed to offer preparation for students seeking entry-level jobs in business and industry.

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

The major is job-oriented and not designed for transfer to a baccalaureate program. However, many of the courses you take may be applied toward an associate degree at Essex County College. Check with your faculty advisor for more information.

## ***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 certificate?***

If you do not need developmental coursework, you can complete the certificate in two semesters.

## ***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 basic business principles;
- ◆ Communicate effectively using business terms and concepts;
- ◆ Demonstrate proficiency in keyboarding and document processing;
- ◆ Explain and apply motivational theories in business;
- ◆ Demonstrate dependability and initiative in carrying out responsibilities;
- ◆ Demonstrate computer skills; and
- ◆ Demonstrate knowledge of global business standards.

## Business Career Development — Certificate Program

<p><b>GENERAL EDUCATION REQUIREMENTS:</b> (3 credits)</p> <p><b>Communications (3 credits)</b> ENG 101 College Composition I 3</p> <p><b>MAJOR COURSE REQUIREMENTS:</b> (24 credits)</p> <p>BUS 101 Business Organization &amp; Mgt. 3          BUS 141 Business Mathematics 3          BUS 201 Principles of Management 3          BUS 204 Intro. to Org. Behavior in Business 3          Two courses in Advanced Business          (at the 200-level) 6          CIS 131, 135, 137, or 139 3          OCT 105 Microcomputer Keyboarding and          Document Processing 3</p> <p><b>ADDITIONAL COURSE REQUIREMENTS:</b> (3 credits)</p> <p>Free elective 3</p> <p><b>Total Credits Required for Certificate 30</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          BUS 141 Business Mathematics 3          CIS elective 3          OCT 105 Microcomputer Keyboarding and          Document Processing 3          ENG 101 College Composition I 3</p> <p><b><u>Second Semester</u></b></p> <p>BUS 201 Principles of Management 3          BUS 204 Intro. to Org. Behavior in Business 3          BUS elective 3          BUS elective 3          Free elective (CEE 298 Cooperative Education          Experience I recommended) 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.