

# Business Administration (A.S.)

Division of Business — Curriculum Code: 2005

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

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

The A.S. in Business Administration 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 an associate's degree, a bachelor's degree in Business Administration. With advanced degrees/certifications and relevant job experience, you can secure a rewarding leadership position as a manager within an industry, governmental agency, or a non-profit organization. The A.S. in Business Administration is accredited by the Accreditation Council for Business Schools and Programs (ACBSP). For more information, please visit <http://www.acbsp.org>.

# Program Requirements

## GENERAL EDUCATION REQUIREMENTS

Written & Oral Communications (6 credits)

[ENG 101](#) (3 credits)

[ENG 102](#) (3 credits)

Quantitative Knowledge & Skills and Scientific Knowledge & Reasoning (11 – 12 credits)

Choose one mathematics course (100 or higher) and a lab science sequence or two math courses (100 or higher) and one lab science course from the following:

The following Mathematics are recommended: [MTH 100](#)[MTH 101](#)[MTH 103](#)[MTH 109](#)[MTH 113](#)[MTH 114](#)[MTH 119](#)[MTH 120](#)[MTH 121](#)[MTH 122](#)[MTH 127](#)[MTH 136](#)[MTH 213](#)[MTH 211](#)[MTH 222](#) or [MTH 127](#) (one or two 3- or 4-credit courses)

Lab Science: [BIO 101](#) – [BIO 102](#)[BIO 103](#) – [BIO 104](#)[BIO 121](#) – [BIO 122](#); [CHM 101](#) – [CHM 102](#)[CHM 103](#) – [CHM 104](#); [PHY 101](#) – [PHY 102](#)[PHY 103](#) – [PHY 104](#) or [PHY 113](#) – [PHY 114](#); [GEO 101](#); [GEO 102](#) (one 4-credit course or a sequence of two 4-credit courses)

Society & Human Behavior (6 credits)

Choose two of the following courses: [ANT 101](#)[ANT 105](#); [POL 101](#)[POL 104](#); [PSY 101](#)[PSY 102](#)[PSY 219](#); [SOC 101](#) or [SOC 108](#) (two 3-credit courses)

Humanistic Perspective (6 credits)

Choose one of the following literature courses: [ENG 205](#)[ENG 208](#)[ENG 215](#)[ENG 221](#)[ENG 222](#)[ENG 232](#)[ENG 237](#)[ENG 238](#)[ENG 242](#)[ENG 250](#)[ENG 263](#) or [ENG 264](#) (one 3-credit course)

AND

Choose one of the following art or music courses: [ART 100](#)[ART 101](#)[ART 102](#); [MUS 100](#)[MUS 108](#)[MUS 109](#) or [MUS 117](#). Any Humanistic Perspective Course such as theatre foreign language philosophy and/or religious studies can also satisfy this requirement (one 3-credit course)

Historical Perspective (3 credits)

Choose one of the following history courses: [HST 101](#)[HST 102](#)[HST 111](#)[HST 112](#)[HST 121](#)[HST 122](#)[HST 131](#)[HST 132](#)[HST 134](#)[HST 135](#)[HST 136](#)[HST 137](#)[HST 161](#) or [HST 162](#) (one 3-credit course)

## MAJOR COURSE REQUIREMENTS

[BUS 101](#) Business Organization and Management (3 credits)

[BUS 201](#) Principles of Management (3 credits)

Choose three additional (non-repeated) 200-level Business (BUS) course electives (three 3-credit courses)

### **ADDITIONAL COURSE REQUIREMENTS**

[ACC 101](#) Principles of Accounting I – Financial (4 credits)

[ACC 102](#) Principles of Accounting II – Managerial (4 credits)

[CIS 131](#) Microcomputers in Business, [CIS 135](#) Microcomputer Spreadsheets(one 3-credit course)

[ECO 101](#) Principles of Economics (Macro) (3 credits)

[ECO 102](#) Principles of Economics II (Micro) (3 credits)

### **RECOMMENDED SEQUENCE OF COURSES**

- Total Credits Required for Degree: 64 – 65

First Semester

[ACC 101](#) Principles of Accounting I – Financial (4 credits)

[BUS 101](#) Business Organization and Management (3 credits)

[ENG 101](#) College Composition I (3 credits)

Quantitative Knowledge & Skills mathematics or lab science requirement (one 3- or 4-credits)

Society & Human Behavior requirement (3 credits)

Second Semester

[ACC 102](#) Principles of Accounting II – Managerial (4 credits)

[BUS 201](#) Principles of Management (3 Credits)

[ENG 102](#) College Composition II (3 credits)

Quantitative Knowledge & Skills mathematics or lab science requirement (one 3- or 4-credits)

Society & Human Behavior requirement (3 credits)

Third Semester

[CIS 131](#) Microcomputers in Business, [CIS 135](#) Microcomputer Spreadsheets, [CIS 137](#) Microcomputer Databases OR [CIS 139](#) Multimedia Concepts (3 credits)

[ECO 101](#) Principles of Economics (Macro) (3 credits)

Business elective (3 credits)

Quantitative Knowledge & Skills mathematics or lab science requirement (one 3- or 4-credits)

Fourth Semester

[ECO 102](#) Principles of Economics II (Micro) (3 credits)

Business elective (3 credits)

Business elective (3 credits)

Humanistic Perspective literature requirement (3 credits)

Humanistic Perspective art or music requirement (3 credits)  
Historical Perspective requirement (3 credits)

NOTES:

(1) The two General Education Integrated Course Goals, Ethical Reasoning & Action and Information Literacy, are both addressed by the required curriculum described above, regardless of specific choices made by the individual student.

(2) This plan assumes the completion of all required developmental courses in Reading, English, and Mathematics as well as other [pre-requisites](#) and [co-requisites](#) for some of the courses, as listed in the Course Descriptions section.