

# Business Administration

Program 21200  
CIP 520201

## Associate in Science Degree

The Business Administration program is designed for the student who plans to earn a business-related baccalaureate degree at a four-year college or university. Eighty percent of graduates successfully transfer to four-year colleges. Direct transfer options accommodate transfer to many in-state and out-of-state institutions.

Graduates of the program demonstrate competencies in introductory courses in accounting, business law, economics, and statistics as well as other business-related courses consistent with acceptance into junior status at a four-year college.

Graduates have transferred to colleges and universities nationwide, including Rutgers University, Rider University, The College of New Jersey, Drexel University, Temple University, and New York University.

Successful graduates of the program will be able to:

- formulate an analytical and quantitative approach to problem solving;
- demonstrate an understanding of the role of U.S. business in a globalized society;
- acquire effective business communication skills, including computer literacy;
- develop the foundation necessary to continue studies in fields such as economics, finance, accounting, management, marketing, and human resources;
- use the economic way of thinking in everyday life.

Students may study full-time or part-time. Business Administration students who cannot attend college on weekdays can complete their degree requirements with evening, weekend, and Virtual College (distance learning) courses offered with Mercer's Flexible Learning (FL) program (see page 17).

Many core courses required for the Business Administration degree are offered on weekends, most in an accelerated eight-week format. Students can accelerate their degree completion by taking two eight-week courses instead of one 15-week course during a semester. Students attending weekend classes on an accelerated basis along with night and distance learning courses could potentially finish their Business Administration degree within the same time frame as a full-time traditional student.

Admission to the Business Administration program requires a high school diploma or its equivalent. A strong background in mathematics is very helpful.

### Curriculum

Code	Course (lecture/lab hours)	Credits
BUS 107	Business Law I (3/0)	3
CMN 111	Speech: Human Communication (3/0)	
	OR	3
CMN 112	Public Speaking (3/0)	
ENG 101	English Composition I (3/0)	3
HPE 110	Concepts of Health and Fitness (1/2)†	2
— —	General Education elective <sup>1</sup>	3
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BUS 230	Global Environment of Business (3/0) <sup>2</sup>	3
ENG 102	English Composition II (3/0)	3
MAT 146	Pre-Calculus Mathematics II (3/0)	4
— —	Science elective <sup>3</sup>	3
— —	General Education elective <sup>4</sup>	3
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ACC 111	Principles of Financial Accounting (4/0)	4
BUS 205	Business Statistics I (3/0)	3
ECO 111	Macroeconomics (3/0)	3
IST 101	Computer Concepts with Applications (2/2)	
	OR	3
IST 102	Computer Concepts with Programming (2/2)	
MAT 151	Calculus I (4/0)	
	OR	4
MAT 149	Calculus for Social Sciences or Business (4/0)	
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ACC 112	Principles of Managerial Accounting (4/0)	4
BUS 206	Business Statistics II (3/0)	3
ECO 112	Microeconomics (3/0)	3
— —	General Education elective <sup>4</sup>	3
— —	General Education elective <sup>4</sup>	3
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NOTE: Electives should be selected in consultation with an academic advisor in order to assure maximum transfer of credits.

<sup>1</sup> Select course from either Humanities or Historical Perspective general education categories.

<sup>2</sup> MKT 101 or BUS 210 are acceptable substitutes. Students should check with their advisor before registering for these courses.

<sup>3</sup> Must be a laboratory science.

<sup>4</sup> Select course – **other than** any MAT (mathematics) course or ECO 103 – from the following general education categories: Social Science, Humanities, Historical Perspective, Diversity and Global Perspective.

†HPE 111 is an acceptable alternative.

NOTE: Mathematics cannot be chosen as a general Education Elective.

NOTE: All program listings are subject to periodic updates. Please consult your program advisor, academic division, or [www.mccc.edu/programs\\_degree](http://www.mccc.edu/programs_degree)





Business Administration students who would like to pursue future studies in international business should consider the Business Administration concentration in **Global Business**. This option enables students to tailor their general education electives toward international topics.

Since completion of this degree option demonstrates commitment to an international business specialization, students pursuing this concentration have an advantage when applying to a four-year international business program. A.S. degree coursework emphasizing the issues of a globalized world provides students with the necessary foundation to pursue further studies in international business at a four-year institution.

## Concentration Curriculum

### Global Business

Code	Course (lecture/lab hours)	Credits
CMN 111	Speech: Human Communication (3/0)	3
	OR	
CMN 112	Public Speaking (3/0)	3
ENG 101	English Composition I (3/0)	
HPE 110	Concepts of Health and Fitness (1/2)†	2
— —	Foreign Language elective <sup>1</sup>	3
— —	General Education elective <sup>2</sup>	3
BUS 230	Global Environment of Business (3/0)	3
ENG 102	English Composition II (3/0)	3
MAT 146	Pre-Calculus Mathematics II (3/0)	4
— —	Science elective <sup>3</sup>	3
— —	Foreign Language elective <sup>1</sup>	3
ACC 111	Principles of Financial Accounting (4/0)	4
BUS 205	Business Statistics I (3/0)	3
ECO 111	Macroeconomics (3/0)	3
IST 101	Computer Concepts with Applications (2/2)	3
	OR	
IST 102	Computer Concepts with Programming (2/2)	4
MAT 151	Calculus I (4/0)	
	OR	
MAT 149	Calculus for Social Sciences or Business (4/0)	4
ACC 112	Principles of Managerial Accounting (4/0)	4
BUS 206	Business Statistics II (3/0)	3
ECO 112	Microeconomics (3/0)	3
— —	General Education elective <sup>2</sup>	3
— —	General Education elective <sup>4</sup>	3
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NOTE: Electives should be selected in consultation with an academic advisor in order to assure maximum transfer of credits.

<sup>1</sup> It is highly recommended that both language electives be in the same foreign language.

<sup>2</sup> Select from the following:

#### Historical Perspective

HIS 101	Western Civilization to 1648
HIS 102	Western Civilization Since 1648
HIS 112	World History to 1500
HIS 113	World History Since 1500
HIS 218	History of Latin America

#### Humanities

ENG 203	World Literature I
ENG 204	World Literature II
ENG 214	Literature of the East
REL 102	Living World Religions

<sup>3</sup> Must be a laboratory science.

<sup>4</sup> Select from the following:

#### Diversity and Global Perspective

GEO 102	Cultural Geography
HOS 115	Food and Culture
POL 201	International Relations
REL 102	Living World Religions

†HPE 111 is an acceptable alternative.