



2023-2024 Academic Year

# Business Administration

## Associate in Science Degree (A.S.)

### B-STEM Division

Business, Science, Technology, Engineering and Math

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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. The Rutgers Business School has an additional articulation agreement for MCCC Honors students.

### PROGRAM OUTCOMES

- 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 on weekdays can complete their degree requirements with evening, weekend, and MercerOnline classes offered with Mercer's Flexible Learning option.

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 14-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.

Students interested in pursuing a Supply Chain Management or Finance major at Rider University upon graduation from MCCC should consider the Rider/MCCC Dual Admissions program and consult their academic advisor or transfer counselor upon beginning the Business Administration program for requirements unique to Rider.

**SEE ALSO:**

[Business Studies](#) degree program

## DEGREE CURRICULUM

2023-2024 Academic Year

BUS.ADM.AS

CIP 520201

The course sequence below represents a recommended example of how this degree program can be completed in two years, presuming a Fall Term start and satisfaction of all Developmental Studies (foundation courses) requirements and prerequisites. Actual approaches toward completion depend on each student's anticipated transfer institution, career objectives, or other individual circumstances.

Students are encouraged to meet regularly with an academic advisor or Success Coach to consider options, establish plans, and monitor progress.

Code	Course (lecture/lab hours)	Credits	To Do This Semester
<b>FIRST SEMESTER</b>			
<a href="#">CSB 100</a>	College Success and Wellness for Business (2/0)  <ul style="list-style-type: none"> <li>Some exemptions apply. Consult academic advisor for details.</li> </ul>	2	<ul style="list-style-type: none"> <li>✓ Meet with your faculty advisor to complete an academic plan, including a path for mathematics requirements. See MAT 146 footnote.</li> <li>✓ Use your online tools: Check your <a href="#">MercerMail</a> daily, utilize features of Office 365, and get to know <a href="#">Student Planning</a>.</li> <li>✓ Contact professors with questions and use their</li> </ul>
<a href="#">ENG 101</a>	English Composition I (3/0)	3	
<a href="#">BUS 107</a>	Business Law I (3/0)	3	
<a href="#">IST 101</a>	Computer Concepts with Applications (2/2)	3	
	<i>OR</i>	3	<ul style="list-style-type: none"> <li>Select in consultation with an academic advisor and your intended transfer institution, which may require IST 102.</li> </ul>

<u>IST 102</u>	Computer Concepts with Programming (2/2)		office hours to develop a connection.
— —	<u>Humanities general education elective</u>	3	✓ Take advantage of <a href="#">Learning Centers</a> or <a href="#">Online Tutoring</a> to support your studies and assignments.

## SECOND SEMESTER

<u>MAT 146</u>	Pre-Calculus (4/0)	4	✓ Apply for <a href="#">financial aid</a> by May 1.
	<ul style="list-style-type: none"> <li>Students who are not college-ready in mathematics should meet with an advisor to develop an academic plan no later than the first semester. Math classes in preparation for MAT 146 should be taken as soon as possible.</li> </ul>		✓ Keep in contact with each professor and your faculty advisor.
<u>ACC 111</u>	Principles of Financial Accounting (4/0)	4	✓ Take advantage of <a href="#">Learning Centers</a> or <a href="#">Online Tutoring</a> to support your studies and assignments.
<u>CMN 111</u>	Speech: Human Communication (3/0)		
	<i>OR</i>	3	✓ Apply for Continuing Student scholarships at <a href="http://www.mccc.edu/m-scholarships">www.mccc.edu/m-scholarships</a> .
<u>CMN 112</u>	Public Speaking (3/0)		
<u>ENG 102</u>	English Composition II (3/0)	3	✓ Begin attending college transfer events and visit campuses. Be sure to visit the <a href="#">Transfer Services</a> and <a href="#">Career Services</a> offices to get to know how the transfer process works and to explore career options.
— —	<u>Lab Science general education elective</u>	3	✓ Develop team and leadership skills by getting involved in <a href="#">activities and clubs</a> .
	<ul style="list-style-type: none"> <li>BIO 114 not acceptable. Select in consultation with an academic advisor and your intended transfer institution.</li> </ul>		

## THIRD SEMESTER

<a href="#">ACC 112</a>	Principles of Managerial Accounting (4/0)	4	<ul style="list-style-type: none"> <li>✓ Keep in contact with each professor and your faculty advisor. Make sure you are on track to graduate.</li> <li>✓ Take advantage of <a href="#">Learning Centers</a> or <a href="#">Online Tutoring</a> to support your studies and assignments.</li> <li>✓ Consider transfer institutions and ask professors for recommendations.</li> <li>✓ Stay involved in <a href="#">activities and clubs</a>.</li> </ul>
<a href="#">BUS 205</a>	Business Statistics I (3/0)	3	
<a href="#">BUS 210</a>	Principles of Management (3/0)	3	
	<ul style="list-style-type: none"> <li>• <a href="#">BUS 218</a>, <a href="#">244</a>, or <a href="#">MKT 101</a> are acceptable substitutes.</li> </ul>		
<a href="#">ECO 111</a>	Macroeconomics (3/0)	3	
<a href="#">MAT 151</a>	Calculus I for the Mathematical and Physical Sciences (4/0)	4	
	<ul style="list-style-type: none"> <li>• Consult your intended transfer institution to determine if <a href="#">MAT 149</a> is an acceptable substitute.</li> </ul>		

## FOURTH SEMESTER

<a href="#">BUS 206</a>	Business Statistics II (3/0)	3	<ul style="list-style-type: none"> <li>✓ Keep in contact with each professor and your faculty advisor.</li> <li>✓ Apply for Graduating Student scholarships at <a href="http://www.mccc.edu/m-scholarships">www.mccc.edu/m-scholarships</a>.</li> <li>✓ Apply to desired transfer institutions.</li> <li>✓ Stay involved in <a href="#">activities and clubs</a>.</li> </ul>
<a href="#">BUS 230</a>	Global Environment of Business (3/0)	3	
<a href="#">ECO 112</a>	Microeconomics (3/0)	3	
— —	<a href="#">General Education elective</a>	3	
	<ul style="list-style-type: none"> <li>• Select course from the following <a href="#">general education</a> categories: Social Science (excluding ECO 103), Humanities, Historical Perspective, Diversity and Global Perspective.</li> </ul>		

**NOTE:** Rutgers Business School - New Brunswick requires IST 102 and MAT 151.

## Global Business CONCENTRATION

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

Since completion of this curriculum 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.

## DEGREE CURRICULUM

2023-2024 Academic Year

BUS.ADM.GLB.AS

CIP 520201

The course sequence below represents a recommended example of how this degree program can be completed in two years, presuming a Fall Term start and satisfaction of all Developmental Studies (foundation courses) requirements and prerequisites. Actual approaches toward completion depend on each student's anticipated transfer institution, career objectives, or other individual circumstances.

Students are encouraged to meet regularly with an academic advisor or Success Coach to consider options, establish plans, and monitor progress.

Code	Course (lecture/lab hours)	Credits	To Do This Semester
<b>FIRST SEMESTER</b>			
<a href="#">CSB 100</a>	College Success and Wellness for Business (2/0) <ul style="list-style-type: none"><li>Some exemptions apply. Consult academic advisor for details.</li></ul>	2	✓ Meet with your faculty advisor to complete an academic plan, including a path for mathematics requirements. See MAT 146 footnote.
<a href="#">CMN 111</a>	Speech: Human Communication (3/0)		✓ Use your online tools:
	OR	3	Check
<a href="#">CMN 112</a>	Public Speaking (3/0)		your <a href="#">MercerMail</a> daily, utilize features of Office 365, and get to
<a href="#">ENG 101</a>	English Composition I (3/0)	3	know <a href="#">Student Planning</a> .

— —	<u>Historical Perspective or Humanities general education elective</u>	3	<ul style="list-style-type: none"> <li>Select from ENG 203, 204, 214; HIS 101, 102, 112, 113, 218; REL 102.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Contact professors with questions and use their office hours to develop a connection.</li> <li>✓ Take advantage of <a href="#">Learning Centers</a> or <a href="#">Online Tutoring</a> to support your studies and assignments.</li> </ul>
— —	<u>World Language general education elective</u>	3	<ul style="list-style-type: none"> <li>It is highly recommended that both electives be in the same language.</li> </ul>	

## SECOND SEMESTER

<u>BUS 230</u>	Global Environment of Business (3/0)	3		<ul style="list-style-type: none"> <li>✓ Apply for <a href="#">financial aid</a> by May 1.</li> </ul>
<u>ENG 102</u>	English Composition II (3/0)	3		<ul style="list-style-type: none"> <li>✓ Keep in contact with each professor and your faculty advisor.</li> </ul>
<u>MAT 146</u>	Pre-Calculus (4/0)	4		
— —	<u>Lab Science general education elective</u>	3		<ul style="list-style-type: none"> <li>✓ Take advantage of <a href="#">Learning Centers</a> or <a href="#">Online Tutoring</a> to support your studies and assignments.</li> </ul>
— —	<u>World Language general education elective</u>	3	<ul style="list-style-type: none"> <li>It is highly recommended that both electives be in the same language.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Apply for Continuing Student scholarships at <a href="http://www.mccc.edu/m-scholarships">www.mccc.edu/m-scholarships</a>.</li> <li>✓ Begin attending college transfer events and visit campuses. Be sure to visit the <a href="#">Transfer Services</a> and <a href="#">Career Services</a> offices to get to know how the transfer process works and to explore career options.</li> <li>✓ Develop team and leadership skills by getting involved in <a href="#">activities and clubs</a>.</li> </ul>

### THIRD SEMESTER

<a href="#">ACC 111</a>	Principles of Financial Accounting (4/0)	4	✓ Keep in contact with each professor and your faculty advisor. Make sure you are on track to graduate.
<a href="#">BUS 205</a>	Business Statistics I (3/0)	3	
<a href="#">ECO 111</a>	Macroeconomics (3/0)	3	✓ Take advantage of <a href="#">Learning Centers</a> or <a href="#">Online Tutoring</a> to support your studies and assignments.
<a href="#">IST 101</a>	Computer Concepts with Applications (2/2)	3	
	OR	3	✓ Consider transfer institutions and ask professors for recommendations.
<a href="#">IST 102</a>	Computer Concepts with Programming (2/2)	3	
<a href="#">MAT 151</a>	Calculus I for the Mathematical and Physical Sciences (4/0)	4	✓ Stay involved in <a href="#">activities and clubs</a> .
	OR	4	
<a href="#">MAT 149</a>	Calculus (4/0)		

### FOURTH SEMESTER

<a href="#">ACC 112</a>	Principles of Managerial Accounting (4/0)	4	✓ Keep in contact with each professor and your faculty advisor.
<a href="#">BUS 206</a>	Business Statistics II (3/0)	3	
<a href="#">ECO 112</a>	Microeconomics (3/0)	3	✓ Apply for Graduating Student scholarships at <a href="http://www.mccc.edu/m-scholarships">www.mccc.edu/m-scholarships</a> .
— —	<a href="#">Historical Perspective or Humanities general education elective</a>	3	
	<ul style="list-style-type: none"> <li>Select from ENG 203, 204, 214; HIS 101, 102, 112, 113, 218; REL 102.</li> </ul>		✓ Apply to desired transfer institutions. ✓ Stay involved in <a href="#">activities and clubs</a> .

**NOTE:** Electives should be selected in consultation with an academic advisor in order to assure maximum transfer of credits.

## Sports Management CONCENTRATION

Students intending to pursue their bachelor's degree in sports management should consider Business Administration with a concentration in **Sports Management** (BUS.ADM.SPRTS.AS), completing a degree program that includes courses in accounting, management, marketing, economics, and computer applications.

### PROGRAM OUTCOMES

- Demonstrate critical thinking and problem-solving skills;
- Demonstrate knowledge of technology and its use in sports management;
- Demonstrate a concern for the societal issues involved in sports management;
- Demonstrate knowledge of management, legal issues, and sports marketing.

## DEGREE CURRICULUM

2023-2024 Academic Year

BUS.ADM.SPRTS.AS  
CIP 520201

The course sequence below represents a recommended example of how this degree program can be completed in two years, presuming a Fall Term start and satisfaction of all Developmental Studies (foundation courses) requirements and prerequisites. Actual approaches toward completion depend on each student's anticipated transfer institution, career objectives, or other individual circumstances.

Students are encouraged to meet regularly with an academic advisor or Success Coach to consider options, establish plans, and monitor progress.

Code	Course (lecture/lab hours)	Credits	To Do This Semester
<b>FIRST SEMESTER</b>			
<a href="#">CMN 111</a>	Speech: Human Communication (3/0)		✓ Meet with your faculty advisor to complete an academic plan, including a path for mathematics requirements. See MAT 146 footnote.
	OR	3	
<a href="#">CMN 112</a>	Public Speaking (3/0)		
<a href="#">CSB 100</a>	College Success and Wellness for Business (2/0)	2	✓ Use your online tools: Check your <a href="#">MercerMail</a> daily, utilize features of Office
	<ul style="list-style-type: none"><li>• Some exemptions apply. Consult academic advisor for details.</li></ul>		



<a href="#">ENG 101</a>	English Composition I (3/0)	3	365, and get to know <a href="#">Student Planning</a> .
<a href="#">IST 101</a>	Computer Concepts with Applications (2/2)		✓ Contact professors with questions and use their office hours to develop a connection.
	<i>OR</i>	3	
<a href="#">IST 102</a>	Computer Concepts with Programming (2/2)		✓ Take advantage of <a href="#">Learning Centers</a> or <a href="#">Online Tutoring</a> to support your studies and assignments.
— —	<a href="#">Diversity and Global Perspective or Humanities general education elective</a>	3	

## SECOND SEMESTER

<a href="#">ACC 111</a>	Principles of Financial Accounting (4/0)	4	✓ Apply for <a href="#">financial aid</a> by May 1.
<a href="#">BUS 210</a>	Principles of Management (3/0)	3	✓ Keep in contact with each professor and your faculty advisor.
<a href="#">ENG 102</a>	English Composition II (3/0)	3	
<a href="#">MAT 146</a>	Pre-Calculus (4/0)	4	✓ Take advantage of <a href="#">Learning Centers</a> or <a href="#">Online Tutoring</a> to support your studies and assignments.
<a href="#">PSY 101</a>	Introduction to Psychology (3/0)	3	✓ Apply for Continuing Student scholarships at <a href="http://www.mccc.edu/m-scholarships">www.mccc.edu/m-scholarships</a> .
			✓ Begin attending college transfer events and visit campuses. Be sure to visit the <a href="#">Transfer Services</a> and <a href="#">Career Services</a> offices to get to know how the transfer process works and to explore career options.
			✓ Develop team and leadership skills by getting

involved in [activities and clubs](#).

### THIRD SEMESTER

<a href="#">ACC 112</a>	Principles of Managerial Accounting (4/0)	4	✓ Keep in contact with each professor and your faculty advisor. Make sure you are on track to graduate.  ✓ Take advantage of <a href="#">Learning Centers</a> or <a href="#">Online Tutoring</a> to support your studies and assignments.  ✓ Consider transfer institutions and ask professors for recommendations.  ✓ Stay involved in <a href="#">activities and clubs</a> .
<a href="#">BUS 102</a>	Introduction to Sports Management (3/0)	3	
<a href="#">CIS 105</a>	Excel Basics (1/0)	1	
<a href="#">ECO 111</a>	Macroeconomics (3/0)	3	
— —	<a href="#">Lab Science general education elective</a>	3	

- Select from the course categories of BIO, CHE, or PHY.

### FOURTH SEMESTER

<a href="#">BUS 205</a>	Business Statistics I (3/0)	3	✓ Keep in contact with each professor and your faculty advisor.
<a href="#">ECO 112</a>	Microeconomics (3/0)	3	
<a href="#">MKT 106</a>	Introduction to Sports Marketing (3/0)	3	✓ Apply for Graduating Student scholarships at <a href="http://www.mccc.edu/m-scholarships">www.mccc.edu/m-scholarships</a> .
	OR		
<a href="#">MKT 101</a>	Principles of Marketing (3/0)	3	✓ Apply to desired transfer institutions.  ✓ Stay involved in <a href="#">activities and clubs</a> .
<a href="#">SOC 101</a>	Introduction to Sociology (3/0)		
— —	<a href="#">Humanities general education elective</a>	3	

**NOTE:** Upon beginning this program, students planning to transfer to the Rutgers University Sports Management program should consult their academic advisor or transfer counselor for requirements unique to Rutgers.