



2023-2024 Academic Year

Business Studies

Associate in Applied Science Degree in Business Management (A.A.S.)

B-STEM Division

Business, Science, Technology, Engineering and Math

[609.570.3482](tel:609.570.3482) admiss@mccc.edu

Business Studies, a career and non-transferable degree program, provides opportunities for students to prepare for a wide variety of careers in business.

Students have the option of pursuing a general degree in Business Studies or selecting one of four concentrations, each comprised of 15 credits and designed to prepare students for specialty areas: Business Systems, Entrepreneurship, Management, Software Professional. Students should contact the program coordinator for advisement.

PROGRAM OUTCOMES

- Use effective verbal and written communication in conducting business;
- Analyze/resolve problems common to entry-level business positions;
- Apply management skills in a variety of business functions;
- Comprehend how the global economy and international events affect domestic and international business decisions;
- Understand basic accounting statements and their role in managing a business;
- Identify unethical behavior in a business setting and formulate appropriate action;
- Understand, analyze, and discuss current economic events and problems;
- Acquire computer literacy and exposure to hardware, software, networking, databases, and ethical issues;
- Apply financial concepts and tools to achieve personal goals.

Students may study full-time or part-time. Admission to the Business Studies program requires a high school diploma.

Business Studies students interested in pursuing bachelor's degree studies in labor or management should consider the Rutgers School of Labor and Management program on the MCCC campus.

SEE ALSO:

[Business Administration](#) degree program

[Small Business Management](#) certificate program

Concentrations

The **Business Systems** concentration (BUS.STUD.SYST.AAS) prepares students for positions as help desk specialists, general office managers, or PC systems administrators in small to mid-sized firms. Students focus their degree based on individual professional needs, building upon the competencies gained from the general Business Studies program.

The **Entrepreneurship** concentration (BUS.STUD.ENTR.AAS) prepares students to own a small business. Students interested in forming their own enterprise, taking on a franchise, or purchasing an existing small business would benefit from this concentration, building upon the competencies gained from the general Business Studies program.

The **Management** concentration (BUS.STUD.MGMT.AAS) prepares students for positions as general office managers, retail sales managers, or supervisors in mid- to large-sized firms. Students focus their degree based on individual professional needs, building upon the competencies gained from the general Business Studies program.

The **Software Professional** concentration (BUS.STUD.SFTW.AAS) prepares students for entry-level positions as general office managers, administrative professionals, executive assistants, office support staff, or supervisors in small to mid-sized firms. Students focus their degree based on individual professional needs, building upon the competencies gained from the general Business Studies program.

DEGREE CURRICULUM

2023-2024 Academic Year

BUS.STUD.AAS
BUS.STUD.SYST.AAS
BUS.STUD.ENTR.AAS
BUS.STUD.MGMT.AAS
BUS.STUD.SFTW.AAS
CIP 520101

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
FIRST SEMESTER			
BUS 101	Introduction to Business (3/0)	3	<ul style="list-style-type: none"> ✓ Meet with your faculty advisor to complete an academic plan. Make sure you are aware of any course prerequisites you may need to take, and how long it will take to complete your degree. ✓ Use your online tools: Check your MercerMail daily, utilize features of Office 365, and get to know Student Planning. ✓ Take advantage of Learning Centers or Online Tutoring to support your studies and assignments.
CIS 105	Excel Basics (1/0)	1	
CMN 111	Speech: Human Communication (3/0)	3	
	OR		
CMN 112	Public Speaking (3/0)		
CSB 100	College Success and Wellness for Business (2/0)	2	
	<ul style="list-style-type: none"> • For Business Studies majors taking classes exclusively online, CSW 100 is an acceptable substitute. Some exemptions apply. Consult academic advisor for details. 		
ENG 101	English Composition I (3/0)	3	
MAT 125	Elementary Statistics I (3/0)	3	
SECOND SEMESTER			
ACC 106	Office Accounting I (3/0)	3	<ul style="list-style-type: none"> ✓ Transitioning to college can be challenging. Meet with your Success Coach for guidance and support. ✓ Apply for financial aid by May 1. ✓ Contact professors with questions and use their office hours to develop a connection. Talk with them to get the inside scoop on how your profession works.
BUS 209	Business Communications (3/0)	3	
BUS 210	Principles of Management (3/0)	3	
BUS 230	Global Environment of Business (3/0)	3	
— —	General Education elective	3	
	<ul style="list-style-type: none"> • Select course from the following general education categories: Social Science, Humanities, Diversity and Global Perspective. 		

✓ Be sure to visit the [Career Services](#) office to explore jobs, internships, and career information and get help with your resume and other career tools.

✓ Apply for Continuing Student scholarships at www.mccc.edu/m-scholarships.

THIRD SEMESTER

[BUS 109](#) Personal Finance (3/0) 3

[ECO 103](#) Basic Economics (3/0) 3

[ENG 102](#) English Composition II (3/0) 3

[IST 101](#) Computer Concepts with Applications (2/2)

OR 3

[IST 140](#) The Internet and Computer Technology (2/2)

— — [General Education elective](#) 3

- Select course from the following [general education](#) categories: Social Science, Humanities, Diversity and Global Perspective.

✓ Keep in contact with each professor and your faculty advisor. Make sure you are on track to graduate on time.

✓ Work with [Career Services](#) to formulate plans for after you've earned this degree.

✓ Develop team and leadership skills by getting involved in [activities and clubs](#).

✓ Apply for Continuing Student scholarships at www.mccc.edu/m-scholarships.

✓ Manage your stress! Take advantage of the MCCC pool, [Fitness Center](#), free yoga and Zumba. Reach out for [counseling](#) or other support if you need it. Your [Success Coach](#) can connect you with resources.

FOURTH SEMESTER

— —	Concentration/Business electives	3	✓ Get ready to start your career! Begin the job application process. ✓ Discuss your career plans with your faculty advisor. S/he can help you transition successfully.
— —		3	
— —	<ul style="list-style-type: none"> If pursuing a general degree in Business Studies, choose four business electives from the options below. 	3	
— —	<ul style="list-style-type: none"> If pursuing a Business Studies concentration, select three electives from either the Business Systems, Entrepreneurship, Management, or Software Professional concentrations (lower on page) and one of the following courses for a total of four electives. 	3	
	ACC 207; BUS 105, 107, 202, 225, 239, 240; CIS 112, 173, 175, 182; IST 140; MKT 101, 230; NET 102, 103, 104; OST 219		
<u>BUS 225</u>	Employee Motivation and Leadership (3/0)		
	OR	3	
	<ul style="list-style-type: none"> Capstone course, to be taken as final course in the curriculum. 		
<u>BUS 239</u>	Entrepreneurship (3/0)		
		60	

Code	Course (lecture/lab hours)	Credits
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Business Systems CONCENTRATION electives

<u>CIS 173</u>	PC Applications: Database (2/2)	3
<u>CIS 175</u>	PC Applications: Spreadsheets (2/2)	3
<u>NET 102</u>	Introduction to PC Hardware and Software (2/3)	3
<u>NET 103</u>	IT Essentials (2/3)	3
<u>NET 104</u>	Fundamentals of Computer Networks (2/2)	3

Entrepreneurship CONCENTRATION electives

<u>ACC 207</u>	Computerized Accounting (2/2)	3
<u>BUS 107</u>	Business Law (3/0)	3
<u>BUS 202</u>	Consumer Orientation (3/0)	3
<u>BUS 239</u>	Entrepreneurship (3/0)	3
<u>MKT 101</u>	Principles of Marketing (3/0)	3

Management CONCENTRATION electives

<u>BUS 107</u>	Business Law (3/0)	3
<u>BUS 202</u>	Consumer Orientation (3/0)	3
<u>BUS 225</u>	Employee Motivation and Leadership (3/0)	3
<u>BUS 240</u>	Human Resource Management (3/0)	3
<u>MKT 101</u>	Principles of Marketing (3/0)	3
<u>MKT 230</u>	Principles of Retailing (3/0)	3

Software Professional CONCENTRATION electives

<u>CIS 173</u>	PC Applications: Database (2/2)	3
<u>CIS 175</u>	PC Applications: Spreadsheets (2/2)	3
<u>CIS 182</u>	PC Applications: Presentations (2/2)	3
<u>IST 140</u>	The Internet and Computer Technology (2/2)	3
<u>OST 219</u>	Word Processing Concepts and Applications (2/2)	3