



Business Studies

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

Associate in Applied Science Degree in Business Management

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.

Curriculum

Code	Course (lecture/lab hours)	Credits
FIRST SEMESTER		
BUS 101	Introduction to Business (3/0)	3
CMN 111	Speech: Human Communication (3/0)	3
	OR	
CMN 112	Public Speaking (3/0)	3
CSW 100	College Success and Personal Wellness (2/0)†	2
ENG 101	English Composition I (3/0)	3
MAT 125	Elementary Statistics I (3/0) ¹	3-4
SECOND SEMESTER		
ACC 106	Office Accounting I (3/0)	3-4
	OR	
ACC 111	Principles of Financial Accounting (4/0)	3
BUS 209	Business Communications (3/0)	3
BUS 210	Principles of Management (3/0)	3
BUS 230	Global Environment of Business (3/0)	3
ENG 102	English Composition II (3/0)	3
— —	General Education elective ²	3
THIRD SEMESTER		
BUS 109	Personal Finance (3/0)	3
ECO 103	Basic Economics (3/0)	3
IST 101	Computer Concepts with Applications (2/2)	3
	OR	
IST 140	Internet and Computer Technology (2/2)	3
— —	General Education elective ²	3
— —	Concentration/Business elective³	3
FOURTH SEMESTER		
— —	Concentration/Business elective³	3
— —	Concentration/Business elective³	3
— —	Concentration/Business elective³	3
— —	Concentration/Business elective³	3
BUS 225	Employee Motivation and Leadership (3/0)	3
	OR ⁴	
BUS 239	Entrepreneurship (3/0)	3
		62-64

¹ MAT 135 or 140 are acceptable alternatives.

² Select course from the following general education categories: Social Science, Humanities, Diversity and Global Perspective.

³ If pursuing a general degree in Business Studies, choose five business electives from the list below.

If pursuing a Business Studies concentration, select at least four electives from either the Business Systems, Entrepreneurship, Management, or Software Professional concentrations (see facing page) and one of the following courses for a total of five business electives.

ACC 207; BUS 105, 107, 128, 202, 225, 239, 240; CIS 112, 173, 175, 182; IST 140; MKT 101, 230; NET 102, 103, 104; OST 219

⁴ Capstone course, to be taken as final course in the curriculum.

†Some exemptions apply. Consult academic advisor for details.

Enrollment in a CSW 100 class designated for business students is preferred.



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.

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

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

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

Concentration			
Software Professional (electives)			
CIS	173	PC Applications: Database (2/2)	3
CIS	175	PC Applications: Spreadsheets (2/2)	3
CIS	182	PC Applications: Presentations (2/2)	3
IST	140	Internet and Computer Technology (2/2)	3
OST	219	Word Processing Concepts and Applications (2/2)	3

NOTE: All program listings are subject to periodic updates. Please consult your program advisor, academic division, or www.mccc.edu/programs_degree