

# Accounting Program

*Division of Business — Curriculum Code: 2000*

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

## **Why major in Accounting?**

This program prepares you to collect, analyze, and report financial data and communicate that information to both managers and outside agencies. Graduates can begin their careers as junior accountants, assistant auditors, bookkeepers, or accounting clerks. Such entry-level positions are found in accounting firms, industry, governmental agencies, small businesses, and non-profit organizations.

## **If I major in Accounting, can I transfer to an upper division college or university?**

The major is job-oriented and not designed for transfer to a baccalaureate program. However, many colleges and universities will apply most or all the courses you have taken toward a bachelor's degree.

## **Are there any requirements I must satisfy before I start taking courses in my major?**

Based on your placement test scores, you may have to take developmental courses in reading, English, and/or mathematics before taking courses in your major.

## **How long will it take for me to complete this degree?**

If you do not need developmental course work and you register for an average of 17 credits each semester, you should be able to complete the degree in two years. You may shorten the amount of time by taking courses in the summer sessions.

## **Where should I direct specific questions about this program?**

Contact the Division at (973) 877-3222 or Admissions at (973) 877-1941.

## **Upon completion of this program, graduates will be able to:**

- ◆ Demonstrate knowledge of the underlying framework of accounting concepts and data;
- ◆ Use the language of accounting in writing and speaking;
- ◆ Prepare accounting documents both manually and using a computer;
- ◆ Demonstrate knowledge of budgeting principles;
- ◆ Demonstrate knowledge of business law including the Uniform Commercial Code and the law of contracts;
- ◆ Use accounting data in making managerial decisions;
- ◆ Apply general business concepts in a global context; and
- ◆ Prepare Federal and New Jersey individual and corporate tax returns.

## Accounting — A.A.S. Degree Program

<p><b>GENERAL EDUCATION REQUIREMENTS:</b> (20-22 credits)</p> <p><b>Communications (6 credits)</b>            ENG 101 College Composition I 3            ENG 102 College Composition II <b>or</b>            ENG 105 Technical Writing 3</p> <p><b>Social Science (6 credits)</b>            ANT 101, POL 104, PSY 101, or SOC 101 3            Any ANT, POL, PSY, or SOC course            (PSY 102 or SOC 108 recommended) 3</p> <p><b>Lab Science/Math (3-4 credits)</b>            MTH 100 or higher or a Lab Science course 3-4</p> <p><b>Physical Education (2-3 credits)</b>            PHE 119 or HLT 101 2-3</p> <p><b>Humanities (3 credits)</b>            Any History course 3</p> <p><b>MAJOR COURSE REQUIREMENTS:</b> (28 credits)</p> <p>ACC 101 Principles of Accounting I - Financial 4            ACC 102 Principles of Accounting II - Managerial 4            ACC 121 Accounting Sys. &amp; Microcomputers 4            ACC 201 Intermediate Accounting I 4            ACC 202 Intermediate Accounting II 4            ACC 211 Cost Accounting 4            ACC 231 Federal Taxation I 4</p> <p><b>ADDITIONAL COURSE REQUIREMENTS:</b> (18 credits)</p> <p>BUS 101 Business Organization &amp; Mgt. 3            BUS 141 Business Mathematics 3            BUS 251 Business Law I 3            ECO 101 Prin. of Economics (Macro) 3            ECO 102 Prin. of Economics II (Micro) 3            CIS 135 Microcomputer Spreadsheets 3</p> <p><b>Total Credits Required for Degree</b> <span style="float: right;"><b>66-68</b></span></p>	<p><b>RECOMMENDED SEQUENCE OF COURSES:*</b></p> <p><b><u>First Semester</u></b></p> <p>ACC 101 Principles of Accounting I - Financial 4            BUS 101 Business Organization &amp; Mgt. 3            ENG 101 College Composition I 3            MTH 100 Introductory College Math 4            Social Science requirement 3</p> <p><b><u>Second Semester</u></b></p> <p>ACC 102 Principles of Accounting II - Managerial 4            ACC 121 Accounting Sys. &amp; Microcomputers 4            BUS 141 Business Mathematics 3            ENG 102 College Composition II <b>or</b>            ENG 105 Technical Writing 3            Social Science requirement 3</p> <p><b><u>Third Semester</u></b></p> <p>ACC 201 Intermediate Accounting I 4            ACC 211 Cost Accounting 4            BUS 251 Business Law I 3            ECO 101 Prin. of Economics (Macro) 3            Physical Education/Health requirement 2-3</p> <p><b><u>Fourth Semester</u></b></p> <p>ACC 202 Intermediate Accounting II 4            ACC 231 Federal Taxation I 4            CIS 135 Microcomputer Spreadsheets 3            ECO 102 Prin. of Economics II (Micro) 3            Humanities/History requirement 3</p>
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**\*NOTE:** This plan assumes the completion of all required developmental courses in reading, writing, and mathematics as well as other pre- and co-requisites for some of the courses, as listed in the Course Descriptions section of the catalog.

# Business Administration Program

*Division of Business — Curriculum Code: 2006*

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

## **Why major in Business Administration?**

This program is designed to prepare students for entry-level positions in sales, marketing, administration, or management. It provides you sufficient knowledge of the business world to enable you to function effectively within large and small corporations, and also in non-profit organizations and government agencies.

## **If I major in Business Administration, can I transfer to an upper division college or university?**

The major is job-oriented and not designed for transfer to a baccalaureate program. Although this program is not designed for transfer purposes, many colleges and universities will apply most or all the courses you have taken toward a bachelor's degree. Other A.A.S. degree options available at Essex for Business Administration majors are: Hospitality Management, and Office Systems Technology and Management.

## **Are there any requirements I must satisfy before I start taking courses in my major?**

Based on your placement test scores, you may have to take developmental courses in reading, English, and/or mathematics before taking courses in your major.

## **How long will it take for me to complete this degree?**

If you do not need developmental courses and you register for an average of 16 credits each semester, you can complete the degree in two years. You may shorten the amount of time by taking courses in the summer sessions.

## **Where should I direct specific questions about this program?**

Contact the Business Division at (973) 877-3222 or Admissions at (973) 877-1941.

## **Upon completion of this program, graduates will be able to:**

- ◆ Demonstrate knowledge of the world of business;
- ◆ Use the language of business in writing and speaking;
- ◆ Use economic concepts in business to solve business problems;
- ◆ Use knowledge of the fundamentals of planning, organizing, and management to make business decisions;
- ◆ Apply motivational theories in employee management;
- ◆ Apply general business concepts in a global context;
- ◆ Sell ideas and products effectively;
- ◆ Conduct both quantitative and qualitative analysis.

## Business Administration – A.A.S. Degree Program

<p><b>GENERAL EDUCATION REQUIREMENTS:</b> (20-22 credits)</p> <p><b>Communications (6 credits)</b>            ENG 101 College Composition I 3            ENG 102 College Composition II <b>or</b>            ENG 105 Technical Writing 3</p> <p><b>Social Science (6 credits)</b>            ANT 101, POL 104, PSY 101, or SOC 101 3            Any ANT, POL, PSY, or SOC course 3</p> <p><b>Lab Science/Math (3-4 credits)</b>            MTH 100 or higher or a Lab Science course 3-4</p> <p><b>Physical Education (2-3 credits)</b>            PHE 119 or HLT 101 2-3</p> <p><b>Humanities (3 credits)</b>            Any History course 3</p> <p><b>MAJOR COURSE REQUIREMENTS:</b> (21 credits)</p> <p>BUS 101 Business Organization &amp; Mgt. 3            BUS 141 Business Mathematics 3            BUS 201 Principles of Management 3            BUS 204 Introd. to Org. Behavior in Business 3            Three courses in Business Administration or            Hospitality Management from the following:            BUS 207, 211, 212, 213, 215, 221, 231,            251, 252, or any HMM course. 9</p> <p><b>ADDITIONAL COURSE REQUIREMENTS:</b> (20 credits)</p> <p>ACC 101 Prin. of Accounting I - Financial 4            ACC 102 Prin. of Accounting II - Managerial 4            ECO 101 Prin. of Economics (Macro) 3            ECO 102 Prin. of Economics II (Micro) 3            CIS 131, 135, 137, or 139 3            Any BUS or CIS course 3</p> <p><b>Total Credits Required for Degree</b> <b>61-63</b></p>	<p><b>RECOMMENDED SEQUENCE OF COURSES:*</b></p> <p><b><u>First Semester</u></b></p> <p>BUS 101 Business Organization &amp; Mgt. 3            ACC 101 Prin. of Accounting I - Financial 4            MTH 100 Introductory College Math <b>or</b>            MTH 117 Math for Mgmt. Science 3-4            ENG 101 College Composition I 3            Social Science requirement 3</p> <p><b><u>Second Semester</u></b></p> <p>ACC 102 Prin. of Accounting II - Managerial 4            BUS 201 Principles of Management 3            ECO 101 Prin. of Economics (Macro) 3            Social Science requirement 3            ENG 102 College Composition II <b>or</b>            ENG 105 Technical Writing 3</p> <p><b><u>Third Semester</u></b></p> <p>Physical Education/Health requirement 2-3            BUS 204 Introd. to Org. Behavior in Business 3            CIS 131, 135, 137, or 139 3            BUS 141 Business Mathematics 3            ECO 102 Prin. of Economics II (Micro) 3</p> <p><b><u>Fourth Semester</u></b></p> <p>BUS or CIS Elective 3            BUS requirement 3            BUS requirement 3            BUS requirement 3            Humanities requirement 3</p>
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**\*NOTE:** This plan assumes the completion of all required developmental courses in reading, writing, and mathematics as well as other pre- and co-requisites for some of the courses, as listed in the Course Descriptions section of the catalog.

# Business Administration Program

A Dual Admissions Program with Rutgers-Newark, NJIT, Montclair State University,

Kean University and College of Insurance

Division of Business — Curriculum Code: 2005

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

## **Why major in Business Administration?**

This associate 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 his/her associate degree, a bachelor's degree in Business Administration. With advanced degrees/certifications and relevant job experience, you can secure rewarding leadership positions as managers within industry, governmental agencies, and non-profit organizations.

## **If I major in Business Administration, can I transfer to an upper division college or university?**

This program prepares you to transfer to an upper division college or university to complete your bachelor's degree. You may choose to participate in the dual admissions program with Rutgers-Newark, College of Insurance, NJIT, Montclair State University, or Kean University. These admissions agreements provide guaranteed admission with junior status to qualified students. Consult with ECC's transfer/articulation coordinator in the Career Resource Center to review specific requirements.

## **Are there any requirements I must satisfy before I start taking courses in my major?**

Based on your placement test scores, you may have to take developmental courses in reading, English, and/or mathematics before taking courses in your major.

## **How long will it take for me to complete this degree?**

If you do not need developmental courses and you register for an average of 16 credits each semester, you can complete the degree in two years. You may shorten the amount of time by taking courses in the summer sessions.

## **Where should I direct specific questions about this program?**

Contact the Business Division at (973) 877-3222 or Admissions at (973) 877-1941.

## **Upon completion of this program, graduates will be able to:**

- ◆ Demonstrate knowledge of management theories and principles;
- ◆ Communicate effectively in speech and writing using the language of business;
- ◆ Demonstrate knowledge of the American economic system;
- ◆ Use knowledge of the fundamentals of planning, organizing, and management in decision-making;
- ◆ Motivate employees to fulfill the goals of their organization in an efficient and effective manner;
- ◆ Utilize management and marketing principles to accomplish organizational objectives; and
- ◆ Apply general business concepts in a global context.

## Business Administration — A.S. Degree Program

<p><b>GENERAL EDUCATION REQUIREMENTS: (33-36 credits)</b></p> <p><b>Communications (6 credits)</b>            ENG 101 College Composition I 3            ENG 102 College Composition II 3</p> <p><b>Social Science (6 credits)</b>            ANT 101, POL 104, PSY 101, or SOC 101 3            Any ANT, POL, PSY, or SOC course            (PSY 102 or SOC 108 recommended) 3</p> <p><b>Lab Science/Math (10-12 credits)</b>            A Lab Science sequence and a Math course            (100 or higher) or two Math courses (100 or higher)            and a Lab Science course.            MTH (100 level or higher) 3-8            BIO 101-102, 103-104, or 121-122; CHM 101-102            or 103-104; PHY 101-102 or 103-104 4-8</p> <p><b>Physical Education (2-3 credits)</b>            PHE 119 or HLT 101 2-3</p> <p><b>Humanities (9 credits)</b>            Any History course 3            Any 200-level English literature course 3            ART 100, 101, 102, or 200, or            MUS 100, 108, 109, or 117 3</p> <p><b>MAJOR COURSE REQUIREMENTS: (15 credits)</b></p> <p>BUS 101 Business Organization &amp; Mgt 3            BUS 201 Principles of Management 3            Three courses from the following: 9            BUS 204 Intro. to Org. Behavior in Business            BUS 207 Leadership and Supervision in Org.            BUS 211 Principles of Marketing            BUS 212 Principles of Retailing            BUS 213 Principles of Selling            BUS 215 Advertising Principles            BUS 221 Human Resource Management            BUS 231 Global Business            BUS 251 Business Law I            BUS 252 Business Law II</p> <p><b>ADDITIONAL COURSE REQUIREMENTS: (17 credits)</b></p> <p>ACC 101 Prin. of Accounting I - Financial 4            ACC 102 Prin. of Accounting II - Managerial 4            ECO 101 Prin. of Economics (Macro) 3            ECO 102 Prin. of Economics II (Micro) 3            CIS 131, 135, 137, or 139 3</p> <p><b>Total Credits Required for Degree 65-68</b></p>	<p><b>RECOMMENDED SEQUENCE OF COURSES:*</b></p> <p><b><u>First Semester</u></b></p> <p>ACC 101 Prin. of Accounting I - Financial 4            BUS 101 Business Organization &amp; Mgt. 3            ENG 101 College Composition I 3            Math requirement 3-4            Social Science requirement 3</p> <p><b><u>Second Semester</u></b></p> <p>ACC 102 Prin. of Accounting II - Managerial 4            BUS 201 Principles of Management 3            ENG 102 College Composition II 3            Math requirement 3-4            Social Science requirement 3</p> <p><b><u>Third Semester</u></b></p> <p>BUS requirement (200-level BUS course) 3            CIS 131, 135, 137, or 139 3            ECO 101 Prin. of Economics (Macro) 3            Physical Education/Health requirement 2-3            Lab Science requirement 4</p> <p><b><u>Fourth Semester</u></b></p> <p>BUS requirement (Two 200-level BUS courses) 6            ECO 102 Prin. of Economics II (Micro) 3            English literature requirement (200-level course) 3            History requirement 3            Art or Music requirement 3</p>
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**\*NOTE:** This plan assumes the completion of all required developmental courses in reading, writing, and mathematics as well as other pre- and co-requisites for some of the courses, as listed in the Course Descriptions section of the catalog.

# Business Administration: Hospitality Management Option

*Division of Business — Curriculum Code: 200H*

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

## **Why major in Hospitality Management?**

This program prepares you to pursue careers in resorts, hotels, motels, and other lodging and hospitality properties. Students will acquire knowledge that will enable them to work as unit managers, assistant managers, or food and beverage managers. They will also be able to advance to positions such as front office manager or sales and marketing manager.

## **If I major in Hospitality Management, can I transfer to an upper division college or university?**

The major is job-oriented and not designed for transfer to a baccalaureate program. However, many colleges and universities will apply most or all the courses you have taken toward a bachelor's degree.

## **Are there any requirements I must satisfy before I start taking courses in my major?**

Based on your placement test scores, you may have to take developmental courses in reading, English, and/or mathematics before taking courses in your major.

## **How long will it take for me to complete this degree?**

If you do not need developmental courses and you register for an average of 16 credits each semester, you can complete the degree in two years. You may shorten the amount of time by taking courses in the summer sessions.

## **Where should I direct specific questions about this program?**

Contact the Business Division at (973) 877-3222 or Admissions at (973) 877-1941.

## **Upon completion of this program, graduates will be able to:**

- ◆ Use the terms and concepts of the hospitality industry in oral and written communications;
- ◆ Demonstrate knowledge of management theory and practice;
- ◆ Demonstrate knowledge of the skills required for various positions in the industry;
- ◆ Coordinate and facilitate the many tasks associated with running the front office of a hotel or motel;
- ◆ Apply the basic principles of food and beverage management and merchandising;
- ◆ Plan and implement a housekeeping and laundry department for a hotel or motel;
- ◆ Demonstrate understanding of the laws pertaining to the operation of hotels and motels;
- ◆ Prepare basic accounting documents related to the front office of a hotel or motel; and
- ◆ Adhere to globally accepted standards in leadership and management.



# Business Administration: Hospitality Management Option

## A.A.S. Degree Program

<p><b>GENERAL EDUCATION REQUIREMENTS:</b> (20-22 credits)</p> <p><b>Communications (6 credits)</b>  ENG 101 College Composition I 3  ENG 102 College Composition II <b>or</b>  ENG 105 Technical Writing 3</p> <p><b>Social Science (6 credits)</b>  ANT 101, POL 104, PSY 101, or SOC 101 3  Any ANT, POL, PSY, or SOC course 3</p> <p><b>Lab Science/Math (3-4 credits)</b>  MTH 100 or higher or a Lab Science course 3-4</p> <p><b>Physical Education (2-3 credits)</b>  PHE 119 or HLT 101 2-3</p> <p><b>Humanities (3 credits)</b>  Any History course 3</p> <p><b>MAJOR COURSE REQUIREMENTS:</b> (21 credits)</p> <p>BUS 101 Business Org. and Mgmt 3  BUS 141 Business Mathematics 3  HMM 103 Intro. To Hospitality Mgmt. 3  HMM 226 Super. Dev. In Hospitality Mgmt 3  HMM 261 Hospitality Housing Management 3  HMM 263 Hospitality Mgmt. Front Office Proc. 3  HMM 264 Food &amp; Beverage Management 3</p> <p><b>ADDITIONAL COURSE REQUIREMENTS:</b> (20 credits)</p> <p>ECO 101 Prin. of Economics (Macro) 3  ACC 101 Prin. of Accounting I - Financial 4  ACC 102 Prin. of Accounting II - Managerial 4  CIS 131, 135, 137, or 139 3  Free elective 3  HMM 256 Hospitality Management Law 3  (strongly recommended) or a 200-level  BUS course or a CIS course.</p> <p><b>Total Credits Required for Degree 61-63</b></p>	<p><b>RECOMMENDED SEQUENCE OF COURSES:*</b></p> <p><b><u>First Semester</u></b></p> <p>BUS 101 Business Organization &amp; Mgt. 3  ACC 101 Prin. of Accounting I - Financial 4  ENG 101 College Composition I 3  Lab Science/Math requirement 3-4  Social Science requirement 3</p> <p><b><u>Second Semester</u></b></p> <p>BUS 141 Business Mathematics 3  HMM 103 Intro. To Hospitality Mgmt. 3  ACC 102 Prin. of Accounting II - Managerial 4  ENG 102 College Composition II <b>or</b>  ENG 105 Technical Writing 3  Social Science requirement 3</p> <p><b><u>Third Semester</u></b></p> <p>HMM 226 Super. Dev. In Hospitality Mgmt. 3  HMM 261 Hospitality Housing Management 3  ECO 101 Prin. of Economics (Macro) 3  CIS requirement 3  Physical Education/Health requirement 2-3</p> <p><b><u>Fourth Semester</u></b></p> <p>HMM 263 Hospitality Mgmt. Front Office Proc. 3  HMM 264 Food &amp; Beverage Management 3  HMM 256 Hospitality Management Law <b>or</b>  a 200-level BUS course or a CIS course 3  History requirement 3  Free elective 3</p>
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**\*NOTE:** This plan assumes the completion of all required developmental courses in reading, writing, and mathematics as well as other pre- and co-requisites for some of the courses, as listed in the Course Descriptions section of the catalog.



# Business Administration: Office Systems Technology & Management Option

*Division of Business — Curriculum Code: 200S*

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

## **Why major in Office Systems Technology & Management?**

Technological advances are changing the office environment and office personnel need to keep pace to retain a professional edge. This program develops technical and organizational skills and provides a broad background in office management, business, communication, computer technology, and interpersonal skills. The program prepares students for a wide variety of positions such as administrative assistant, administrative office manager, administrative receptionist, executive assistant, office specialist, office coordinator, information specialist, administrative technology specialist, and related administrative support positions.

## **If I major in Office Systems Technology & Management, can I transfer to an upper division college or university?**

The major is designed to prepare students to gain entry to administrative support positions. While the program is not designed for transfer to a baccalaureate program, many colleges and universities will apply most or all the courses you have taken toward a bachelor's degree.

## **Are there any requirements I must satisfy before I start taking courses in my major?**

Based on your placement test scores, you may have to take developmental courses in reading, English, and/or mathematics before taking courses in your major.

## **How long will it take for me to complete this degree?**

If you do not need developmental courses and you register for an average of 16 credits each semester, you can complete the degree in two years. You may shorten the amount of time by taking courses in the summer sessions.

## **Where should I direct specific questions about this program?**

Contact the Business Division at (973) 877-3222 or Admissions at (973) 877-1941.

## **Upon completion of this program, graduates will be able to:**

- ◆ Competently undertake a variety of administrative and clerical responsibilities;
- ◆ Perform and coordinate an office's administrative activities and ensure that information is disseminated to staff and customers/clients through the use of traditional letters and memoranda, electronic mail, and interoffice mail;
- ◆ Demonstrate dependability, initiative, adherence to confidentiality requirements, enthusiasm for new tasks, and interest in keeping pace with new developments in the field;
- ◆ Use personal computers for word processing, spreadsheet applications, and professional presentations;
- ◆ Prepare a variety of business correspondence, handle travel arrangements, schedule appointments, and work with customers/clients;
- ◆ Conduct research on the Internet;
- ◆ Operate a variety of office equipment such as facsimile machines, photocopiers, and telephone systems;
- ◆ Organize and maintain paper and electronic files;
- ◆ Manage time effectively and establish priorities;
- ◆ Produce professional copy using correct document formatting procedures;
- ◆ Keyboard with accuracy and at acceptable speeds; and
- ◆ Quickly and effectively proofread a variety of business correspondence.

## Business Administration: Office Systems Technology & Management Option — A.A.S. Degree Program

<p><b>GENERAL EDUCATION REQUIREMENTS:</b> (20-22 credits)</p> <p><b>Communications (6 credits)</b>            ENG 101 College Composition I 3            ENG 102 College Composition II <b>or</b>            ENG 105 Technical Writing 3</p> <p><b>Social Science (6 credits)</b>            ANT 101, POL 104, PSY 101, or SOC 101 3            Any ANT, POL, PSY, or SOC course 3</p> <p><b>Lab Science/Math (3-4 credits)</b>            MTH 100 or higher or a Lab Science course 3-4</p> <p><b>Physical Education (2-3 credits)</b>            PHE 119 or HLT 101 2-3</p> <p><b>Humanities (3 credits)</b>            Any History course 3</p> <p><b>MAJOR COURSE REQUIREMENTS:</b> (17 credits)</p> <p>OST 106 Keyboarding and Formatting I 4            OST 121 Business Communication 3            OST 210 Office Systems Management 3            OST 250 Word/Information Processing Applications I 4            OST 251 Word/Information Processing Applications II <b>or</b>            OST 290 OST Internship 3</p> <p><b>ADDITIONAL COURSE REQUIREMENTS:</b> (23 credits)</p> <p>BUS 101 Business Organization &amp; Mgt. 3            BUS 141 Business Math 3            ACC 101 Prin. of Accounting I - Financial 4            ACC 102 Prin. of Accounting II - Managerial 4            CIS 135 Microcomputer Spreadsheets 3            CIS 136 Desktop Publish. for IBM Compatibles 3            BUS, CIS, or OST Elective 3            (OST 107 Recommended)</p> <p><b>Total Credits Required for Degree 60-62</b></p>	<p><b>RECOMMENDED SEQUENCE OF COURSES:*</b></p> <p><b><u>First Semester</u></b></p> <p>OST 106 Keyboarding and Formatting I 4            OST 121 Business Communication 3            BUS 101 Business Organization &amp; Mgt. 3            ENG 101 College Composition I 3            Social Science requirement 3</p> <p><b><u>Second Semester</u></b></p> <p>OST 210 Office Systems Management 3            BUS 141 Business Math 3            ENG 102 College Composition II <b>or</b>            ENG 105 Technical Writing 3            Humanities requirement 3            Social Science requirement 3</p> <p><b><u>Third Semester</u></b></p> <p>ACC 101 Prin. of Accounting I - Financial 4            CIS 135 Microcomputer Spreadsheets 3            OST 250 Word/Information Processing Applications I 4            Lab Science/Math requirement 3-4            HLT/PHE requirement 2-3</p> <p><b><u>Fourth Semester</u></b></p> <p>ACC 102 Prin. of Accounting II - Managerial 4            BUS, CIS, or OST Elective 3            CIS 136 Desktop Publish. for IBM Compatibles 3            OST 251 Word/Information Processing Applications II <b>or</b>            OST 290 OST Internship 3</p>
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**\*NOTE:** This plan assumes the completion of all required developmental courses in reading, writing, and mathematics as well as other pre- and co-requisites for some of the courses, as listed in the Course Descriptions section of the catalog.

# Business Career Development Program

*Division of Business — Curriculum Code: 3001*

*Will Earn Upon Program Completion: Certificate in Business Career Development*

## ***Why major in Business Career Development?***

This program is designed to develop or refine technical and professional skills in business. The program is especially appropriate for employees who wish to upgrade job-related skills for the sake of career advancement. It is also designed to offer preparation for students seeking entry-level jobs in business and industry.

## ***If I major in Business Career Development, can I transfer to an upper division college or university?***

The major is job-oriented and not designed for transfer to a baccalaureate program. However, many of the courses you take may be applied toward an associate degree at Essex County College. Check with your faculty advisor for more information.

## ***Are there any requirements I must satisfy before I start taking courses in my major?***

Based on your placement test scores, you may have to take developmental courses in reading, English, and/or mathematics before taking courses in your major.

## ***How long will it take for me to complete this certificate?***

If you do not need developmental coursework, you can complete the certificate in two semesters.

## ***Where should I direct specific questions about this program?***

Contact the Business Division at (973) 877-3222 or Admissions at (973) 877-1941.

## ***Upon completion of this program, graduates will be able to:***

- ◆ Demonstrate knowledge of basic business principles;
- ◆ Communicate effectively using business terms and concepts;
- ◆ Demonstrate proficiency in keyboarding and document processing;
- ◆ Explain and apply motivational theories in business;
- ◆ Demonstrate dependability and initiative in carrying out responsibilities;
- ◆ Demonstrate computer skills; and
- ◆ Demonstrate knowledge of global business standards.

## Business Career Development – Certificate Program

<p><b>GENERAL EDUCATION REQUIREMENTS:</b> (3 credits)</p> <p><b>Communications (3 credits)</b> ENG 101 College Composition I 3</p> <p><b>MAJOR COURSE REQUIREMENTS:</b> (24 credits)</p> <p>BUS 101 Business Organization &amp; Mgt. 3            BUS 141 Business Mathematics 3            BUS 201 Principles of Management 3            BUS 204 Introd. to Org. Behavior in Business 3            Two courses in Advanced Business            (at the 200-level) 6            CIS 131, 135, 137, or 139 3            OST 105 Microcomputer Keyboarding and            Document Processing 3</p> <p><b>ADDITIONAL COURSE REQUIREMENTS:</b> (3 credits)</p> <p>Free elective 3</p> <p><b>Total Credits Required for Certificate 30</b></p>	<p><b>RECOMMENDED SEQUENCE OF COURSES:*</b></p> <p><b><u>First Semester</u></b></p> <p>BUS 101 Business Organization &amp; Mgt. 3            BUS 141 Business Mathematics 3            CIS elective 3            OST 105 Microcomputer Keyboarding and            Document Processing 3            ENG 101 College Composition I 3</p> <p><b><u>Second Semester</u></b></p> <p>BUS 201 Principles of Management 3            BUS 204 Introd. to Org. Behavior in Business 3            BUS elective 3            BUS elective 3            Free elective 3</p>
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**\*NOTE:** This plan assumes the completion of all required developmental courses in reading, writing, and mathematics as well as other pre- and co-requisites for some of the courses, as listed in the Course Descriptions section of the catalog.