

#3400

BUSINESS PROFESSIONAL

FALL 2025

NOTES:

This is an unofficial document and should be used for academic planning purposes only. All students are required to see their Academic Advisor each semester to discuss and approve their selection of courses before they register. Due to continual program revisions mandated by accrediting agencies and/or changes in state mandated requirements, students should consult their academic advisor when selecting courses.

Please contact **the Business Department in Cohen Hall, CH 206 (973) 328-5656** for information about the advisement process.

Although the A.A.S. degree is a career-oriented program, selected four-year institutions may provide graduates of this program opportunity for transfer. For more information Contact the Transfer Coordinator and/or your academic advisor.

To determine the transferability of your courses to participating NJ Colleges & Universities, access www.njtransfer.org.

*See back page for the list of accepted Math courses.

****ECO 113 Elements of Economics** only requires one developmental non-credit Algebra course and does not transfer well to 4-year colleges.

*****BUS 215 Prerequisites:** ENG 111, ENG 112 and BUS 119.

****** See back page for a list of electives by track**

Students will not receive credit towards graduation for more than one of the following courses: CMP 135, CMP 126, or BUS 119.

Students will not receive credit towards graduation for more than one of the following courses: BUS 242 and MKT 207 or BUS 135 and BUS 233.

Speak to your Advisor about completing a certificate in Entrepreneurship or Finance as part of the A.A.S. Business Professional degree.

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Suggested Sequence by Semester

This suggested sequence does not include any required developmental courses.

Degree completion time may vary depending upon the number of credits taken each semester.

SEMESTER I			CREDITS	SEMESTER II			CREDITS
English Composition I	ENG 111	3		English Composition II	ENG 112	3	
Restricted Math Elective		3		Elements of Economics	ECO 113	3	
Computerized Accounting	ACC 105	3		Principles of Economics	ECO 211		
Intro to Business	BUS 112	3		Principles of Marketing	MKT 113	3	
Business Information Systems	BUS 119	3		General Psychology	PSY 113	3	
				Business Elective by Track		3	
TOTAL			15	TOTAL			15
SEMESTER III				SEMESTER IV			
Speech Fundamentals	COM 109	3		Principles of Management	BUS 215	3	
Business Law	BUS 213	3		Work Experience	BUS 229	3	
Intercultural Communications	ISA 110	3		Business Electives by Track		6	
Business Electives by Track		6		Free Elective		3	
TOTAL			15	TOTAL			15

MATH ELECTIVE: MAT 124 (3 CR) Statistics is recommended. However, MAT 117 (3 CR) Math Analysis for Business & Economics, MAT 110 (3 CR) College Algebra, MAT 130 (4 CR) Probability and Statistics or MAT 120 (4 CR) Math for the Liberal Arts may be substituted. If MAT 120 is chosen, only one non-credit developmental Algebra course is required prior. **Students will not receive credit for both MAT 124 and MAT 130.**

GENERAL EDUCATION: [Click here for the most recent General Education course list.](#)

BUSINESS ELECTIVE TRACKS: Choose one of the following tracks. Complete all courses from one of the following tracks.

SALES/MARKETING	ACCOUNTING/ FINANCIAL MANAGEMENT	MANAGEMENT	ENTREPRENEURSHIP
For careers in sales	For careers in bookkeeping, banking and cash management	For careers in retail management, hospitality, or manufacturing	For students interested in owning and operating their own business
MKT 114 Principles of Marketing II	ACC 111 Principles of Accounting I	BUS 233 Principles of International Business	BUS 210 Entrepreneurial Leadership & Mindset
MKT 208 Social Media Marketing	ACC 112 Principles of Accounting II		BUS 219 Small Bus Operations
Choose three classes: MKT 215 Sales Principles and Practices MKT 218 Advertising MKT 211 Digital Advertising MKT 207 Introduction to Services Marketing	BUS 212 Principles of Finance	Choose four classes: PHL 118 Philosophy of Leadership ACC 111 Principles of Accounting I ACC 112 Principles of Accounting II BUS 210 Entrepreneurial Leadership & Mindset BUS 219 Small Business Operations BUS 212 Principles of Finance MKT 208 Social Media Marketing MKT 215 Sales Principles & Practices HOS 118 Intro to Hospitality	MKT 208 Social Media Marketing
	Choose two classes: BUS 211 Money and Banking BUS 218 Investment Principles BUS 136 Personal Finance ACC 203 Payroll Accounting		MKT 215 Sales Principles & Practices
			Choose two classes: CMP 239 The Internet and Web Page Design MKT 218 Advertising MKT 207 Introduction to Services Marketing HOS 118 Intro to Hospitality MKT 211 Digital Advertising ACC 203 Payroll Accounting