

**COUNTY COLLEGE OF MORRIS  
CURRICULUM CHECK SHEET  
Requirements for Graduation  
A. S. DEGREE**

**#2110  
BUSINESS ADMINISTRATION**

**FOUR YEAR TRANSFER  
PROGRAM**

**FALL 2020**

Name: \_\_\_\_\_

ID \_\_\_\_\_ Total Transfer Credits \_\_\_\_\_

Date \_\_\_\_\_

COURSE	CODE	CR	GR	TR
<b>General Education Foundation (31 CR)</b>				
COMMUNICATION (6 CR)				
English Composition I	ENG 111	3		
English Composition II	ENG 112	3		
MATH/SCIENCE/TECHNOLOGY (10/12 CR)+				
Restricted Math Elective		3/4		
Restricted Math Elective		3/4		
Laboratory Science Elective		4		
SOCIAL SCIENCE (6 CR)				
Principles of Economics I	ECO 211	3		
Principles of Economics II	ECO 212	3		
HUMANITIES (3 CR)+				
Restricted History Elective		3		
GENERAL EDUCATION ELECTIVES (6 CR)*				
		3		
		3		
<b>BUSINESS CORE (29 CR)</b>				
Principles of Accounting I**	ACC 111	3		
Principles of Accounting II	ACC 112	3		
Introduction to Business	BUS 112	3		
Principles of Management***	BUS 215	3		
Business Information Systems	BUS 119	3		
Principles of Marketing I	MKT 113	3		
Business Electives+ (9 CR)		3		
		3		
		3		
FREE ELECTIVES (2 CR)+		2		
	TOTAL	60		

**NOTES:**

**This is an unofficial document and should be used for academic planning purposes only.** All students are required to see their academic advisors each semester to discuss and approve their selection of courses before they register.

To reach your academic advisor, contact **the Business Department in Cohen Hall, CH 204 (973) 328-5656; or go to [www.ccm.edu](http://www.ccm.edu), Quicklinks, Academic Advisement, Who is My Academic Advisor?**

To determine the transferability of your courses to participating NJ Colleges & Universities, access [www.njtransfer.org](http://www.njtransfer.org).

+See back page for more information on Math, History, Science, Business and free elective choices. Students should note that when choosing Math electives, they should consult with the "Transfer Office" (Ext. 5142).

\*Students should consult with an academic advisor or a transfer counselor in choosing their General Education electives. Please note some 4-year colleges require 6 credits of a foreign language as a requirement for their Bachelor's degree.

\*\*Students who do not pass the Accuplacer Algebra Test are required to take MAT 016 Intermediate Algebra or an equivalent as a prerequisite for ACC 111.

\*\*\*ENG 111, ENG 112, English Composition 1 & 2 and BUS 119, Business Information Systems & Applications are prerequisites.

## Business Administration #2110

### 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	
Math Elective		3		Math Elective		3	
Introduction to Business	BUS 112	3		General Education Elective		3	
Business Information Systems	BUS 119	3		Principles of Accounting II	ACC 112	3	
Principles of Accounting I	ACC 111	3		Principles of Marketing I	MKT 113	3	
	<b>TOTAL</b>	<b>15</b>			<b>TOTAL</b>	<b>15</b>	
<b>SEMESTER III</b>				<b>SEMESTER IV</b>			
General Education Elective		3		Free Elective		2	
Business Electives		6		Lab Science Elective		4	
Principles of Economics	ECO 211	3		Business Elective		3	
Principles of Management	BUS 215	3		Restricted History Elective		3	
	<b>TOTAL</b>	<b>15</b>		Principles of Economics II	ECO 212	3	
					<b>TOTAL</b>	<b>15</b>	

**MATHEMATICS:** Select two from the Mathematics courses listed below. Please check prerequisite requirements before enrolling in a Mathematics course.

MAT 110 College Algebra (3 CR)	MAT 123 Pre-calculus (4 CR)	MAT 131 Analytic Geometry & Calculus I (4 CR)
MAT 117 Mathematical Analysis for Business & Economics (3 CR)	MAT 124 Statistics (3 CR)	Or any Higher Level Math Courses
MAT 118 Calculus for Business & Economics (3 CR)	MAT 130 Probability and Statistics (4 CR)	

\***Note:** Students will not receive credit towards graduation for more than one of these courses: MAT 124 and Mat 130.

**Students interested in transferring should discuss Math electives with an advisor and the Transfer Office.**

**LABORATORY SCIENCE:** Select a 4 credit Laboratory Science course from the list of approved General Education courses. Recommended courses for Non-Science majors are:

BIO 127 Biology of Environmental Concerns	BIO 132 Concepts in Biology	BIO 133 Human Biology	CHM 105 Forensic Science
CHM 117/118 Introductory Chemistry Lecture/Lab	SCI 118 General Astronomy	PHY 103 Concepts of Physics	PHY 118 Meteorology
BIO 129 Introduction to Botany			

**HISTORY:** Select one of the following History courses:

HIS 113 Early Modern Europe	HIS 147 History of Modern East Asia
HIS 114 Modern Europe	HIS 148 Modern Middle East
HIS 117 The Ancient World – Greece & Rome	HIS 151 Latin American History
HIS 118 The Middle Ages	HIS 166 Emergence of America-US History I
HIS 123 History of Modern Africa	HIS 167 20 <sup>th</sup> Century American History- US History II

**GENERAL EDUCATION ELECTIVES:** Select 2 courses from the General Education list. Students should consult with an academic advisor or a transfer counselor in choosing their General Education electives. Please note some 4 year colleges require 6 credits of a foreign language as a graduation requirement for their Bachelor degree.

**BUSINESS ELECTIVES:** Students may take any course with an ACC, BUS or MKT prefix (outside of the required Business Core courses) to meet the 9 credit Business Elective requirement. Please note that some courses are offered every semester, while others are only offered once a year. Please check Web Advisor for the schedule by term. The following is the list of planned business electives for the academic year.

ACC 105 Computerized Accounting	BUS 219 Small Business Operations	MKT 215 Sales Principles and Practices
ACC 108 Hospitality Accounting	BUS 227 Internship Experience-45-100 hours (1 CR)	MKT 218 Advertising
BUS 136 Personal Finance	BUS 228 Internship Experience-90-200 hours (2 CR)	MKT 210 Social Media Analytics
BUS 211 Money & Banking	BUS 229 Internship Experience-135-300 hrs. (3 CR)	MKT 208 Social Media Marketing
BUS 212 Principles of Finance	BUS 233 Principles of International Business	
BUS 213 Business Law I	BUS 242 Customer Relations	
BUS 218 Investment Principles	MKT 114 Principles of Marketing II	

Students may also choose 6 credits of the 9 credit requirement from the following list:

CMP 239 The Internet & Web Page Design	HOS 118 Introduction to the Hosp. Industry	MAT 118 Calculus for Business
MAT 131 Analytical Geometry & Calculus	ECO 217 Economics of Labor	HOS 120 Hotel/Hospitality Management
MAT 123 Pre-Calculus	CMP 128 Computer Science I	MAT 114 Introduction to Data Science
COM 111 Introduction to Journalism	COM 102 Advertising and Society	COM 103 Introduction to Public Relations
COM 209 Editing and Publication Design		

**NOTE:** 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 these courses: BUS 201 and PSY 231 or BUS 135 and BUS 233.

Students interested in obtaining a Small Business Management Certificate, Finance Certificate, or the Social Media Marketing and Communication Certificate should consider using their Business electives to fulfill those requirements.

**CERTIFICATES:** Students interested in obtaining a Small Business Management Certificate, Finance Certificate, or the Social Media Marketing and Communication Certificate should consider using their Business electives to fulfill those requirements.

**FREE ELECTIVES:** Students may take any 2 credit course that they have interest in, or would help them in their major. The Business department offers a 2 credit internship-work experience (BUS 228). The college also offers 2 credit courses in Health & Wellness, Health & Exercise Science, Music and Dance. The college will also offer, during select terms, a 2 credit Special Topics in Global Perspectives course, which requires participation in the CCM international trip (please see an advisor if you are interested in the Special Topics course.) Students can also choose to take any 3 credit course that the college offers, that they have not already taken. Since the program is 60 credits, these 2 credits may be met with two 4 credits math electives (e.g. MAT 123, MAT 130 or MAT 131.)

**HONOR COURSES:** You may be eligible to take honors courses. For more information, contact Prof. Laura Gabrielsen at 973-328-5459.