



Business Administration

Associate in Applied Science Degree, Career program

Division of Business Administration and Computing, Associate Dean: Nancy Latour
 Department Chair: Peter Bacalles

The career program in Business Administration offers an excellent opportunity for students looking for employment following graduation. This program will enable students to develop the skills and abilities necessary for entry-level employment in such fields as marketing, sales, retail, banking, office management, and hospitality, among others. For those who want to concentrate in a particular business area, this program offers specialization in **sales and customer service, office technology, hospitality, and banking**. To enhance employability, take business electives in one of these areas of specialization. While most of the coursework will be centered on general business subjects, the diversity of liberal arts courses will help students to better understand and relate to business associates and others.

Graduates will be able to demonstrate the business knowledge needed for entry-level positions in business and industry and the ability to compete for those jobs; specialize in one or more business concentrations; and use their broad based liberal arts education in multiple applications and occupations.

The program also provides opportunities for educational enhancement opportunities to local employers who want to advance the education of their employees.

Advisor assistance in selection of courses is highly recommended.

High school or equivalent preparation required: No special requirements.

Program Requirements

English (ENGL 1010 and 1020 or 1030. By placement)*	6
Mathematics (MATH 1015, 1215, or higher)*	3
Social Sciences elective	3
Economics elective	3
Liberal Arts & Sciences elective	3
Laboratory Science	3
Free electives	6
Wellness	2

Business Sequences:

Follow suggested sample sequences below.

Total hours 63

*Based on placement, students may be required to take ENGL 0950 and/or ENGL 0990 before taking ENGL 1010, and MATH 0960 before taking a math credit course.

BUSINESS ADMINISTRATION <i>Sample Sequence: intended as a guide for academic planning. It need not be followed exactly or completed in four semesters.</i>	
<i>First Semester</i>	
English	3
Principles of Business (BUSN 1040)	3
Computer elective (CIST 1390 or CSST modules)	3
Mathematics elective	3
Wellness (Awareness/Instructional Component)	1
<i>Third Semester</i>	
Economics elective	3
Liberal Arts & Sciences elective (SPCH 1080 recommended)	3
Business Law I (BUSN 1231)	3
Applied Business Mathematics (BUSN 1033) ¹	3
Free elective	3
Wellness (Activity Component)	0.5
<i>Second Semester</i>	
English	3
Accounting (ACCT 1000, 1030)	4
Business Communications (BUSN 1030)	3
Program electives	6
Professionalism (BUSN 1055)	3
Wellness (Activity Component)	0.5
<i>Fourth Semester</i>	
Laboratory Science	3
Social Sciences elective	3
Program electives	6
Free elective	3

¹If mathematics placement is MATH 1215 or higher, students may substitute another business course for BUSN 1033.

Program electives: Select from PHIL 2500; SPCH 1080; or courses with the following prefixes ACCT, BUOT, BUSN, CSCS, CSIT, CSNT, CSST, CSWT, ECON, MGMT, MKTG, TRVL.



BANKING *Sample Sequence: intended as a guide for academic planning. It need not be followed exactly or completed in four semesters.*

First Semester

English (ENGL 1010).....	3
Principles of Business (BUSN 1040).....	3
Microcomputer Literacy (CSIT 1390).....	4
Mathematics elective.....	3
Liberal Arts (SPCH 1080).....	3

Third Semester.

Economics elective (ECON 2001).....	3
Laboratory Science.....	3
Accounting (ACCT 1040).....	4
Applied Business Mathematics (BUSN 1033).....	3
Professionalism (BUSN 1055).....	3
Wellness Awareness/Activity.....	1

Second Semester

English (ENGL 1020).....	3
Accounting (ACCT 1030).....	4
Business Communications (BUSN 1030).....	3
Principles of Banking (BUSN 1010).....	3
Business elective*.....	3

* Choose from MGMT 2010, MGMT 2041, BUSN 2040, BUSN 1060

Fourth Semester

Finance (BUSN 2035).....	3
Social Sciences elective.....	3
Money & Banking (BUSN 2036).....	3
Intermediate Spreadsheets (CSST 1052).....	1
Business Law II (BUSN 1232).....	3
Wellness Awareness/Activity.....	1

HOSPITALITY *Sample Sequence: intended as a guide for academic planning. It need not be followed exactly or completed in four semesters.*

First Semester

English (ENGL 1010).....	3
Hospitality (HOSP 1000).....	4
Mathematics.....	3
Professionalism (BUSN 1055).....	3
Principles of Business (BUSN 1040).....	3

Third Semester.

Principles of Marketing (MKTG 2050).....	3
Laboratory Science.....	3
Accounting Practices (ACCT 1000).....	4
Business Communications (BUSN 1030).....	3
Business Elective.....	3

Second Semester

English (ENGL 1020).....	3
Customer Service & Relationship (BUSN 1060).....	3
Foundations of Word Processing (BUOT 1010).....	3
Microcomputer Literacy (CSIT 1390).....	4
Liberal Arts elective (SPCH 1080).....	3

Fourth Semester

Economics elective.....	3
Social Sciences elective.....	3
Hospitality Practicum.....	4
Business elective.....	3
Wellness Awareness and Activity.....	2

SALES AND CUSTOMER SERVICE *Sample Sequence: intended as a guide for academic planning. It need not be followed exactly or completed in four semesters.*

First Semester

English (ENGL 1010).....	3
Principles of Business (BUSN 1040).....	3
Mathematics.....	3
Microcomputer Literacy (CSIT 1390).....	4
Liberal Arts elective (SPCH 1080).....	3

Third Semester.

Economics elective.....	3
Laboratory Science.....	3
Business Law I (BUSN 1231).....	3
Applied Business Math (BUSN 1033).....	3
Free elective.....	2
Wellness Awareness/Activity.....	1

Second Semester

English (ENGL 1020).....	3
Accounting (ACCT 1000 or higher).....	4
Business Communications (BUSN 1030).....	3
Business elective.....	3
Selling (MKTG 2058).....	3

Fourth Semester

Customer Service & Relationship (BUSN 1060).....	3
Social Sciences elective.....	3
Professionalism (BUSN 1055).....	3
Business elective.....	6
Wellness Awareness/Activity.....	1

OFFICE TECHNOLOGY *Sample Sequence: intended as a guide for academic planning. It need not be followed exactly or completed in four semesters.*

First Semester

English (ENGL 1010).....	3
Foundations of Word Processing (BUOT 1010).....	3
Mathematics.....	3
Office Communications (BUOT 1710).....	2
Liberal Arts elective (SPCH 1080).....	3
Business Math Lab (BUSN 1034).....	1
Wellness (Awareness/Activity).....	1

Third Semester.

Office Procedures (BUOT 2010).....	3
Laboratory Science.....	3
Accounting Practices (ACCT 1000).....	4
Business Communications (BUSN 1030).....	3
Wellness Awareness/Activity.....	1
Business elective.....	3

Second Semester

English (ENGL 1020).....	3
Office Techniques (BUOT 1520).....	3
Office Applications (BUOT 1600).....	3
Microcomputer Literacy (CSIT 1390).....	4
Professionalism (BUSN 1055).....	3

Fourth Semester

Economics elective.....	3
Social Sciences elective.....	3
Office Technology Practicum.....	4
Business elective.....	1
Management elective.....	3



Business Administration

Associate in Science Degree, Transfer program

Division of Business Administration and Computing, Associate Dean: Nancy Latour

Department Chair: Peter Bacalles

Students who want to earn a bachelor's degree in business, economics, accounting, marketing, finance or management, this program is designed to match the courses they would be taking as a freshman and sophomore at a four-year college. A faculty advisor and Advising & Counseling Services will help in selecting electives and making the transfer to a four-year college at the end of the sophomore year. Many students also take jobs after earning this degree and finish their bachelor's degree on a part-time basis.

Graduates are prepared to transfer to a business or accounting program leading toward a baccalaureate degree; apply the fundamentals of their chosen specialization; show an understanding of the ethical, social responsibility and legal foundations of business; use basic computer software packages; communicate effectively; demonstrate good reasoning, critical thinking and analytical skills; work effectively in a group setting; and apply a broad-based liberal arts education to multiple applications and transfer programs.

The State University of New York (SUNY) requires students who intend to receive a bachelor's degree from a SUNY college to complete at least 30 credit hours in specific general education areas. Students in this program who plan to transfer to a SUNY college can meet 21 credits of the general education requirement. For more specific information about this requirement, refer to SUNY General Education Requirement on page 8 and see an advisor.

High school or equivalent preparation required: Two years of college preparatory mathematics including algebra and either geometry or intermediate algebra. Students who don't have this preparation will be able to get it here, but it may take longer to complete the program.

Program Requirements

English (ENGL 1010-1020. By placement)*	6	Accounting (ACCT 1030, 1040)	8
Mathematics (MATH 1215 or higher)*	3	Business Law (BUSN 1231)	3
Upper-level Mathematics (MATH 1510 or 1610) ¹	3	Statistics (BUSN 2053)	4
Social Sciences (ECON 2001-2002)	6	Computer courses (CSIT 1390 or BUOT 1062 and	
Laboratory Science electives	6	CSST 1031, 1051, 1101)	4
Public Speaking (SPCH 1080)	3	Program elective (BUSN 1232, MGMT 2041, 2070, or	
Liberal Arts and Sciences electives	9	MKTG 2050) ²	6
		Wellness	2
		Total hours	63

*Based on placement, students may be required to take ENGL 0950 and/or ENGL 0990 before taking ENGL 1010, and MATH 0960 before taking a math credit course.

Sample Sequence: intended as a guide for academic planning. It need not be followed exactly or completed in four semesters.

First Semester

Accounting Principles I (ACCT 1030)	4
English (ENGL 1010)	3
Computer courses (CSIT 1390 or BUOT 1062) ³	
CSST 1031, 1051, 1101)	4
Mathematics ¹	3
Economics (ECON 2001)	3
Wellness (Activity Component)	0.5

Third Semester

Liberal Arts and Sciences electives	6
Laboratory Science elective	3
Program elective ²	3
Business Law I (BUSN 1231)	3
Wellness (Activity Component)	0.5

Second Semester

Accounting Principles II (ACCT 1040)	4
English (ENGL 1020)	3
Laboratory Science elective	3
Mathematics ¹	3
Economics (ECON 2002)	3
Wellness (Awareness/Instructional Component)	1

Fourth Semester

Liberal Arts and Sciences electives	3
Statistics (BUSN 2053)	4
Program elective ²	3
Public Speaking (SPCH 1080)	3

¹If a student needs to take lower-level math courses in preparation for the required math courses, the extra hours of math credit can be used as part of the Liberal Arts and Sciences electives.

²Students should check with an advisor or the Career Development Center before scheduling a business elective to insure that this course will transfer to the college of their choice. In special cases another course may be taken to fulfill this requirement if the student intends to transfer to a college which has unusual requirements. In such cases a waiver may be granted by the Associate Dean of Business Administration and Computing to allow the student to substitute a course which is more appropriate. Students who intend to pursue an accounting degree after transferring should add ACCT 1050, Accounting Procedures I (1 cr. hr.), for a program total of 64 cr. hrs. and should determine whether both BUSN 1231 (Business Law I) and BUSN 1232 (Business Law II) will be required at the intended transfer college.