



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.

<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>		<i>Second Semester</i>	
Accounting Principles I (ACCT 1030)	4	Accounting Principles II (ACCT 1040)	4
English (ENGL 1010)	3	English (ENGL 1020)	3
Computer courses (CSIT 1390 or BUOT 1062) ³		Laboratory Science elective	3
CSST 1031, 1051, 1101)	4	Mathematics ¹	3
Mathematics ¹	3	Economics (ECON 2002)	3
Economics (ECON 2001)	3	Wellness (Awareness/Instructional Component)	1
Wellness (Activity Component)	0.5		
<i>Third Semester</i>		<i>Fourth Semester</i>	
Liberal Arts and Sciences electives	6	Liberal Arts and Sciences electives	3
Laboratory Science elective	3	Statistics (BUSN 2053)	4
Program elective ²	3	Program elective ²	3
Business Law I (BUSN 1231)	3	Public Speaking (SPCH 1080)	3
Wellness (Activity Component)	0.5		

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.