

# Business Administration

Degree Awarded: Associate in Science

Accredited by the Association of Collegiate Business Schools and Programs (ACBSP) 7007 College Boulevard, Suite 420, Overland Park, KS, 66211

## Recommended Course Sequence

First Semester	Credits
ENG 101 Freshman English 1	3
COM 101 Foundations of Communication	3
MAT ___ Selected Math Courses*	3/4
MKT 101 Principles of Marketing	3
ACC 153 Financial Accounting	4
Second Semester	
OFT 106 Keyboarding***	1
ENG 102 Freshman English 2	3
_____ Restricted SUNY Elective**	3
MAT ___ Selected Math Courses*	3/4
ACC 154 Managerial Accounting	4
MGT 201 Principles of Management	3
Third Semester	
ECO 201 Macro-Economics	3
_____ SUNY Natural Science list	3/4
BUS 205 Business Statistics	3
BUS 201 Business Law 1	3
MGT 205 Human Resource Management	3
PES 100 Concepts of Physical Wellness	1
PES _____ Physical Education	1
Fourth Semester	
ECO 202 Micro-Economics	3
_____ SUNY Natural Science list	3/4
BUS 161 Computer Applications for Business*****	3
_____ Restricted SUNY Elective****	3
BUS 207 International Business	3
BUS 202 Business Law 2	3

Total Credits: 68-72

\* Select one of the following pairs of courses: MAT 121 and MAT 122; or MAT 122 and MAT 205; or MAT 131 and MAT 205, or MAT 205 and MAT 206.

\*\*SUNY American History, Western Civilization or Other/World Civilization or Arts or Foreign Language lists.

\*\*\*Students with sufficient keyboarding ability who pass the keyboarding waiver exam will fulfill this requirement; they do not need to replace the 1 credit.

\*\*\*\*Select from list not chosen in Second Semester Restricted SUNY Elective list above.

\*\*\*\*\*formerly CIT 101 Microcomputer Applications

## Program Description

The Associate in Science degree program in Business Administration has been designed for those students who plan to transfer and continue their business education at a four-year college. This degree is designed to parallel the bachelor's degree requirements at most four-year colleges in the region. After transfer, graduates may major in areas such as: management, marketing, finance or human resource management. Students enrolled in this degree program acquire an understanding of the relationship between the liberal arts/social sciences and the management of business enterprises. The required mathematics, science and economics courses provide a solid grounding for making proper business decisions.

Because degree requirements vary at transferring institutions, majors are urged to see their business faculty advisors and contact the Admissions Office of the transfer institution. Business Department faculty are well-trained and experienced in their areas of expertise and highly motivated to work with students, helping them to succeed in their quest for transfer to a four-year college.

## Admission Criteria

Admission to this program requires that students be high school graduates or have high school equivalency diplomas (GEDs). If students are not high school graduates, they may be eligible for admission to the College's 24 Credit Hour Program. If students are home schooled, they may be eligible for admission. (See pages 7 through 13 for more details on the admission process for all applicants.)

Students are required to complete most developmental classes before attempting the courses in this program. See the Developmental Course List on page 47. Students entering this A.S. program should have successfully completed three or more years of College Preparatory Math and have an overall high school average of 75 or above.

This degree has been approved by ACBSP and SUNY NYS Education Department for online distance learning delivery. This does not mean that SUNY Orange offers every course in the program online; however, many are offered in this format. Please check the current credit course schedule for online DL virtual course listings offered each semester.

## Student Learning Outcomes

Students will:

- understand the general nature, structure, resources and operations of business organizations.
- demonstrate the ability to explain an organization's basic accounting, finance, management, marketing and legal functions.
- express business ideas and information effectively in both oral and written forms.



## Career Opportunities

- management trainee
- business owner/entrepreneur
- finance management
- insurance planning and sales
- human resource manager

## Transfer Opportunities

SUNY Orange has special relationships with upper-level colleges and universities for transfer. These transfer institutions include:

- Alfred University
- Berkley College
- Clarkson College
- Columbia University
- Fordham University
- Franklin University
- Manhattan College
- Marist College
- Marymount College
- Mount St. Mary College
- Pace University, Lubin School of Business
- Ramapo College
- St. Thomas Aquinas College
- SUNY Albany
- SUNY Empire State College
- SUNY New Paltz
- SUNY Oswego

Please note: Because degree requirements vary at transferring institutions, majors are urged to see their business faculty advisors and contact the Admissions Office of the transfer institution.

## Contact Information

Business Department Chair  
341-4411  
Admissions Office  
(845) 341-4030