

Business Administration



◆ TRANSFER DEGREE M MIDDLETOWN CAMPUS N NEWBURGH CAMPUS DL DISTANCE LEARNING

Accredited by:

The Accreditation Council for Business Schools and Programs (ACBSP)

7007 College Boulevard, Suite 420

Overland Park, KS 66211

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: accounting, management, marketing, finance, human resource management, or international business.. 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.

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.

Program 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

Admission Criteria

Admission to this program requires that students be high school graduates or have high school equivalency diplomas (HSEs). 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.

Transfer Options

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, students are urged to see their business faculty advisors and contact the Admissions Office of the transfer institution.

Your Career Coach

Career opportunities exist in the following fields::

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

[Explore careers with Career Coach](#)

Business Administration Gateway Courses:

- Gateway courses: OFT 106, BUS 161, ACC 153
- Key courses: BUS 161, ACC 153, ACC 154, BUS 203, ECO 201, ECO 202
- Electives: Two Restricted SUNY Electives

Courses above have been recommended by the department to help introduce you to the program (Gateway courses) and guide you in selecting courses that will provide you with the best academic experience (Key courses and suggested Electives).

First Semester

| Course # | Course Name | P, C, P/C | Cr |
|----------|------------------------------------|-----------|----|
| ENG 101 | Freshman English 1 | P | 3 |
| MAT ____ | Selected Math Courses* | P | 3 |
| OFT 106 | Keyboarding*** | | 1 |
| BUS 161 | Computer Applications for Business | P | 3 |
| ACC 153 | Financial Accounting | P | 4 |
| _____ | Restricted SUNY Elective** | | 3 |
| | Total Semester Credits | | 17 |

Milestones

During this semester, students should:

- Become familiar with your MySUNY Orange (Banner, LMS, Degree Works, Gmail, alerts, and academic information)

Second Semester

| Course # | Course Name | P, C, P/C | Cr |
|----------|-------------------------|-----------|----|
| ENG 102 | Freshman English 2 | P | 3 |
| MAT ____ | Selected Math Courses* | | 3 |
| ACC 154 | Managerial Accounting | P | 4 |
| ECO 201 | Macro-Economics | | 3 |
| MKT 101 | Principles of Marketing | P | 3 |
| | Total Semester Credits | | 16 |

Milestones

During this semester, students should:

- Seek Academic Support Services / Tutoring
- Join the Business Club

Third Semester

| Course # | Course Name | P, C, P/C | Cr |
|----------|-----------------------------|-----------|----|
| ECO 202 | Micro-Economics | | 3 |
| _____ | SUNY Natural Science (GE 2) | | 3 |
| BUS 205 | Business Statistics | P | 3 |
| BUS 201 | Business Law 1 | | 3 |
| MGT 201 | Principles of Management | P | 3 |
| | Total Semester Credits | | 15 |

Milestones

During this semester, students should:

- Attend the Transfer Fair

Fourth Semester

| Course # | Course Name | P, C, P/C | Cr |
|----------|------------------------------|-----------|----|
| | Restricted SUNY Elective**** | | 3 |
| BUS 203 | Business Communications | | 3 |
| BUS 202 | Business Law 2 | P | 3 |
| BUS 207 | International Business | P | 3 |
| MGT 205 | Human Resource Management | | 3 |
| | Total Semester Credits | | 15 |

Milestones**During this semester, students should:**

- Audit your degree using Degree Works
- Apply for Graduation

TOTAL DEGREE CREDITS: 63**Notes:**

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

**SUNY American History (GE 4), Western Civilization (GE 5) or Other/World Civilization (GE 6) or Arts (GE 8) or Foreign Language (GE 9) lists.

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

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