

# Business Management

A.A.S. | Associate in Applied Science



This program provides a basic knowledge of essential business practices and procedures within a broad framework of business management principles. Noted for its flexibility, the program gives students the opportunity to select courses from a career emphasis in management and/or marketing. Graduates are employed in private and public sector entry-level employment positions including sales, personnel, banking, marketing, management and administration.

Students interested in transferring to an upper-division college/university should refer to the Business Administration Transfer program.

**For more information, contact the Admissions Office at (845) 431-8010 or visit [www.sunydutchess.edu/academics](http://www.sunydutchess.edu/academics)**

# Business Management (BUS)

**BUSINESS**  
(HEGIS 5004)

The Associate in Applied Science (A.A.S.) degree is awarded upon completion of the requirements for this program.

Upon successful completion of the BUS program, the student will be able to:

- Write various styles of business correspondence;
- Demonstrate computer skills using business software;
- Prepare business reports including the income statement and the balance sheet;
- Demonstrate application of business law;
- Apply human relations and communications skills in the business world;
- Demonstrate application of basic management and marketing principles.

Courses should be selected in consultation with an advisor.

## FIRST SEMESTER

|                             |   | credits          |
|-----------------------------|---|------------------|
| ENG 101                     | Composition I                                 | 3                |
| MAT 118 or<br>Math Elective | Elementary Statistics or<br>Math elective (a) | 3                |
| BUS 102                     | Foundations of Business                       | 3                |
| CIS 111                     | Computer Systems and Applications             | 3                |
| BHS 103                     | Social Problems in Today's World              | 3                |
|                             |   | <b>Total: 15</b> |

## SECOND SEMESTER

|                               |                                |                     |
|-------------------------------|--------------------------------|---------------------|
| ENG 102                       | Composition II                 | 3                   |
| CIS 213                       | Advanced Computer Applications | 3                   |
| American History – Appendix D |                                | 3                   |
| Accounting                    | ACC 101 or ACC 104             | 3-4                 |
| BUS Elective                  | Footnote (c)                   | 3                   |
|                               |                                | <b>Total: 15-16</b> |

## THIRD SEMESTER

|               |                                      |                     |
|---------------|--------------------------------------|---------------------|
| BUS 210       | Business Communication               | 3                   |
| BUS 215       | Business Law I                       | 3                   |
| BUS 204       | Business Organization and Management | 3                   |
| BUS Elective  | Footnote (c)                         | 3                   |
| Free Elective | Footnote (d)                         | 3-4                 |
|               |                                      | <b>Total: 15-16</b> |

## FOURTH SEMESTER

|                            |                                   |                               |
|----------------------------|-----------------------------------|-------------------------------|
| Science                    | Footnote (e)                      | 4                             |
| Gen Ed Elective            | Footnote (f)                      | 6                             |
| BUS Elective               | Footnote (b)                      | 3                             |
| BUS 290 or<br>BUS Elective | BUS Internship or<br>BUS Elective | 3                             |
|                            |                                   | <b>Total: 16</b>              |
|                            |                                   | <b>Total Credit Hours: 61</b> |

- MAT 109 or higher. MAT 118 recommended.
- Select any BUS, ACC course or CIS 107, SPE 101, SPE 210, SPE 219
- See page 33 for a full discussion of the free elective requirement. The subject area for Business Administration includes all courses labeled BUS and ACC
- Science Courses: Applicable four-credit courses in astronomy, biology, chemistry, geology, physical sciences and physics. See page 31.
- General Education Elective: Choose two courses from Appendix E, F, H or I. The two courses must be from two different appendices to fulfill this requirement.