# Business Administration A.S.

**Name:** ________________________________  **Expected Graduation Date:** (Circle One)  
**Student ID:** ________________________________  **If applying transfer credits to OCC Curriculum Requirements, Name of Transfer Institution(s):**

**Advisor:** ________________________________

## Program Requirements

### SUNY General Education Requirements

#### Required Categories

- **Basic Communication ^**: 
  - ENG 103  3  ____________ _______
  - COM ___*  3  ____________ _______

- **Mathematics**: 
  - MAT 115*  3  ____________ _______

#### Required 5 of 8 Categories ^

- **Humanities**: 
  - ENG 104  3  ____________ _______

- **Social Science**: 
  - ECO 203 ~  3  ____________ _______

- **Select two categories from:**
  - American History or Foreign Language or
  - Other World Civilization or The Arts or
  - Western Civilization^  
  - _______*  3  ____________ _______

- **Natural Science (4 Credit Lab)^**: 
  - _______*  4  ____________ _______

#### Required additional SUNY General Education Electives^  
- ECO 204 ~  3  ____________ _______

**Total SUNY GE:**  31 credits

^ See SUNY GE chart available on OCC web site

### Required Courses

#### Business

- BUS 105 ~  3  ____________ _______
- BUS 106 ~  3  ____________ _______
- BUS 203  3  ____________ _______
- BUS 243 or 244  3  ____________ _______
- BUS____*  3  ____________ _______
- BUS____*  3  ____________ _______

#### Math

- MAT 115*  Completed in SUNY General Education Category above
- MAT 116*  3  ____________ _______
- MAT 151  4  ____________ _______

#### Required Electives

#### Liberal Arts

- _______*  3  ____________ _______
- _______*  3  ____________ _______

**Total Required Courses and Electives:**  31 Credits

**Total:**  62 Credits

~ SUNY Transfer Path Courses
* See back for further details
BUSINESS ADMINISTRATION A.S.

SUNY GENERAL EDUCATION REQUIREMENTS: The following categories must be completed:

**Basic Communication** - ENG-103 is required. In addition, another course must be completed from the SUNY General Education Basic Communication category. **NOTE:** COM-220 must be completed in fall 2015 or forward to be utilized toward the Basic Communication category.

**Mathematics** - MAT-115

**Humanities** - ENG-104

**Social Science** - ECO-203

**American History or Foreign Language or Other World Civilization or The Arts or Western Civilization** – Two courses must be completed from these five categories on the approved list of SUNY General Education courses. Courses must be from two different categories.

**Natural Science** – A four credit laboratory science is required. Students must select from the Natural Sciences category on the approved list of SUNY General Education courses.

**SUNY General Education Electives** – ECO-204 and another three credit elective from any category on the approved list of SUNY General Education courses must be completed to meet the required 30 General Education credits. **NOTE:** COM-220 must be completed in fall 2015 or forward to be utilized toward the Basic Communication category.

**MAJOR BUSINESS COURSES:** As Listed.

**BUSINESS ELECTIVES** Six (6) credits of BUS electives are required. Students should consult the requirements of their destination school when selecting their business electives.

**MATHEMATICS:** All students are required to take MAT-151 Statistics. Additionally, the MAT-115/116 sequence is required. Your academic advisor can discuss other combinations that may be appropriate (MAT-143/161, MAT-143/116 or MAT-161/162), particularly for students placing above MAT-116. Students should be aware that some four-year schools require MAT-143/161.

**LIBERAL ARTS ELECTIVES:** Six (6) credits are required. Liberal arts include ANT, COM, ECO, ENG, ESL, GEG, HIS, LCC, PHI, POS, PSY, and SOC courses. Art history, art appreciation, languages, music history, music appreciation, non-technical math and non-technical physical/biological sciences are also applicable. In addition, ARH/IND-101, CIS-100, CIS-151, GEN-152, PHO-290, SUS-101 and WMS-101 are liberal arts courses. **NOTE:** For CIS-100 to qualify as a liberal arts course, it must have been completed in fall 2014 or forward.

**INSTRUCTIONS FOR COMPLETING THE CURRICULUM OUTLINE**

1. **Student Information:** Provide the information requested at the top of the form.

2. **Courses and Courses Completed:** If not provided, enter the course prefix and/or number (i.e., ENG-206, POS-200, etc.) of the courses you have successfully completed. Enter the number of credits completed and your grade. Be sure to include courses in which you are currently carrying an Incomplete. Use a catalog when unsure of the course number or number of credits.

   If you are using transfer credits to meet curriculum requirements, write the letter "T" after the number of credits. If you have not requested a transcript from your transfer institution, do so immediately. Or, if you have not received a credit evaluation, contact Student Central.

3. **Courses in Progress and Courses-Final Semester:** List the courses in which you are currently enrolled and in which you plan to enroll. Enter the number of credits under the appropriate category.

4. **Review Requirements:** Review curriculum requirements and be sure that courses you have listed under each category are appropriate. If you have any questions, discuss them with your advisor.

**APPLYING FOR GRADUATION**

Students planning to graduate in the upcoming semester who have earned a minimum of 45 or more credits must complete an application for graduation. The application should be completed the semester prior to intended graduation.

The form can be found online via WebAccess, or a paper copy of the form can be obtained from the academic department in which you are matriculated. The form should be submitted to the Registrar’s Office. If completed online, it will automatically be submitted to that office. Once the application is received, a review of degree requirements will be conducted. If you are lacking any requirements, you will be notified by the Registrar’s office.