

# Business Administration, A.S

HEGIS: 5004.00

PROGRAM CODE: 01050

PROGRAM DIRECTOR: Prof. Jeffrey Lax

DEPARTMENT: BUSINESS

The Business Administration AS degree provides students with the foundational courses in business administration, accounting, and economics. These courses provide a fundamental background in the principles of business administration - inclusive of business functions, law, and marketing, organizational behavior and management, the basics of accounting and finance, and economics through the measure of major economic systems and their performance. The degree is designed for transfer to baccalaureate programs.

The curriculum presented here applies to students who started the major in Fall 2025 or Spring 2026. If you enrolled as a matriculant prior to that, please see the *College Catalog* for the year you started the major as a matriculant for the curriculum requirements that apply to you.

***Consultation with the Program Advisor is required.***

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## Degree Maps:

[Degree Map for Business Administration, A.S.](#)

Your Degree Map contains the suggested term-by-term course sequence for your academic path towards graduation.

To ensure successful and timely completion of your degree, it is recommended that you meet with your academic advisor to discuss your unique map.

Please note some courses *may* only be offered once an academic year.

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## Program Learning Outcomes:

Upon successful completion of the Business Administration degree program requirements, graduates will:

1. explain the fundamental concepts and techniques to account for business transactions
2. prepare and interpret financial statements
3. identify the major economic systems and identify the ways to measure economic performance
4. explain how civil law applies to two primary aspects of private enterprise: the laws of contracts and torts
5. explain the interrelationship between productivity and organizational variables

6. describe the techniques of effective advertising
  7. identify and apply the elements of the marketing mix and their relationship to environmental variables
  8. describe the differences in the major business ownership formats, including e-business
  9. perform tasks using Microsoft Office (Word, Excel, PowerPoint and Access)
  10. distinguish between the roles and responsibilities between employers and employees in the workplace
  11. explain the function of financial markets and financial intermediaries in the economy
  12. apply the techniques of business communication including written presentations
  13. explain the function of financial markets and financial intermediaries in the economy
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### **College Requirements:**

English and Math proficient as determined by the CUNY Proficiency Index, unless otherwise exempt, or successful completion of any required developmental course(s).

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### **Civic Engagement Experiences:**

One (1) Civic Engagement experience satisfied by Civic Engagement Certified or Civic Engagement Component course or approved outside activity.

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### **Writing Intensive Requirement:**

One (1) Writing Intensive Course in any discipline is required.

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### **Required Core (4 Courses, 12 Credits):**

**When Required Core courses are specified for a category, they are strongly suggested and/or required for the major**

\*Note: You may elect to take a math or science course that is 4 credits or more. TAP counts 3 credits towards the requirements and the 4th credit as an elective.

- ENG 1200 - Composition I 3 Credit(s)
  - ENG 2400 - Composition II 3 Credit(s)
  - **Mathematical & Quantitative Reasoning Course 3 Credit(s) \***
    - *Suggested:*
      - MAT 2200 - Business Statistics 4 Credit(s) \*\* or
      - BA 2200 - Business Statistics 4 Credit(s) \*\*
  - **Life & Physical Sciences Course 3 Credit(s) \***
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## Flexible Core (6 Courses, 18 Credits):

When Flexible Core courses are specified for a category, they are strongly suggested and/or required for the major

One course from each Group A to E. **and** one (1) additional course from any group. **No more than two courses can be selected from the same discipline**

### A. World Cultures and Global Issues Designated Course

- PHI 6800 - Ethical Problems in Business and Society 3 Credit(s)  
*Recommended for students planning to transfer to Brooklyn College's BBA program.*

### B. U.S. Experience in its Diversity Designated Course

### C. Creative Expression Designated Course

### D. Individual and Society Designated Course

- ECO 1200 - Macroeconomics 3 Credit(s)
- ECO 1300 - Microeconomics 3 Credit(s)

### E. Scientific World Designated Course\*

\* Note: You may elect to take a math or science course that is 4 credits or more

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## Major Requirements (9 to 11 Courses, 29 to 35 Credits):

- ACC 1100 - Fundamentals of Accounting I 4 Credit(s)
  - ACC 1200 - Fundamentals of Accounting II 4 Credit(s)
  - BA 1100 - Fundamentals of Business 3 Credit(s)
  - BA 1200 - Business Law I 3 Credit(s)
  - BA 1400 - Principles of Marketing 3 Credit(s)
  - BA 3100 - Organizational Behavior and Management 3 Credit(s)
  - BA 6000 - Introduction to Computer Concepts 3 Credit(s)
  - ECO 1200 - Macroeconomics 3 Credit(s)
  - ECO 1300 - Microeconomics 3 Credit(s)
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## Pathways Flexible Core

**IF** ECO 1200 **OR** ECO 1300 is taken to satisfy Pathways Flexible Core, **THEN** choose one (1) of the following courses.

**IF BOTH** ECO 1200 and ECO 1300 are taken to satisfy Pathways Flexible Core, then choose two (2) of the following courses:

- BA 1300 - Business Law II 3 Credit(s) or

- BA 6100 - Spreadsheet Applications in Business 3 Credit(s) or
  - ECO 1400 - Money and Banking 3 Credit(s) or
  - ECO 2200 - Principles of Financial Management 3 Credit(s)
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## **Electives:**

1 credit sufficient to meet required total of 60 credits

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## **Notes:**

\*\*This is a 4-credit course. For Financial Aid, TAP will count 3 credits towards your degree requirements. Additional credit(s) will go towards electives, if available. Consultation with a program advisor to address financial aid and academic planning is **highly recommended**.

It is **HIGHLY RECOMMENDED** that students take **both** ECO 1200 and ECO 1300 to satisfy the Pathways Flexible Core courses. However, if neither course is used within Pathways Flexible Core, both must be taken within the major and no optional courses will be required.

^Accounting I and II do not meet the Financial Accounting and Reporting content requirement for CPA licensure, which requires that these courses be taken as upper division courses.

**Total Credits: 60**