

Business Administration

The School of Business is accredited by AACSB International and committed to continuous quality improvement for all our programs.

The Bachelor degree programs in business are supported by a broad general education program. Concentrations are offered in Accounting, Business, Finance, Human Resource Management, and Marketing/Advertising.

Students are prepared to become leaders in the business world and hold key management positions in business and industry. Each student is counseled and evaluated in the admissions process as to the most appropriate degree program based upon career objectives, plans for future education, and previously earned college credits if applicable.

All degree programs offered through the School of Business require the completion of a minimum of 124 semester hours, which include 30 semester hours of upper division college work.

All degree programs offered through the School of Business have the following requirements:

- a minimum of 124 semester hours with a maximum of 64 semesters transferred from two-year institutions
- at least 24 hours of business coursework must be completed at SUNYIT
- a minimum of 30 credits completed at SUNYIT
- distribution and general education requirements as outlined in the degree requirements
- a minimum of C (2.00) in all business core courses taken at SUNYIT, requirements and electives
- all business transfer courses must have a grade of "C" or better to apply to the degree program

See separate sections for accounting, finance, and health services management.

SUNYIT also offers a Master's in Business Administration (MBA) degree, a Master of Science (M.S.) degree in Accountancy, Master of Science (M.S.) degree in Health Services Administration and a Master's in Business Administration (MBA) degree in Health Services Management. Consult the graduate catalog and/or the Admissions Office for details.



The B.S. with a Major in Business

The B.S. program is for those students with an A.S. transfer program in business from a two-year college, a broad background in the arts and sciences, or for entering freshmen who wish to study business. It requires the same core of business courses as the B.B.A. program. In general, a student in the B.S. program has a broader education in content, whereas the B.B.A. student specializes. One is better than the other only in the context of the student's individual personal and career objectives.

B.S. Program (Bachelor of Science)

Course Requirements

The program is designed primarily for the student who has either an Associate in Arts (A.A.) degree, an Associate in Science (A.S.) degree or entering freshmen who meet the college's admissions criteria.

The B.S. degree will be granted to those students who satisfactorily complete at least 124 semester hours of college-level work (including lower division study) distributed as follows:

Arts and Science – Minimum 64 semester hours

Elements of Calculus (3 cr. minimum)	1 course
Statistics (3 cr. minimum)	1 course
Lab Science (3 cr. minimum)	1 course
Natural Science (3 cr. minimum)	1 course
Microeconomics (3 cr. minimum)	1 course
Macroeconomics (3 cr. minimum)	1 course
Basic Communication (3 cr. minimum)	1 course
Upper Division Writing (3 cr. minimum)	1 course
Computer Applications (3 cr. minimum)	1 course
Behavioral Science (3 cr. minimum)	1 course
American History	1 course
Western Civilization	1 course
Other Civilizations	1 course
Humanities*	1 course
Arts	1 course
Foreign Language	1 course
Arts/Science Electives (remainder of credits)	

Business – Minimum 48 semester hours

Financial Accounting (3 cr. minimum)	1 course
Managerial Accounting (3 cr. minimum)	1 course
Introduction to Business (3 cr. minimum)	1 course
Business Law (3 cr. minimum)	1 course
Finance Principles (3 cr. minimum)	1 course
Marketing Principles (3 cr. minimum)	1 course
Organization Behavior (3 cr. minimum)	1 course
Human Resource Management (3 cr. minimum)	1 course
Issues in Business & Society (3 cr. minimum)	1 course
Management Science (3 cr. minimum)	1 course
Management Policy (3 cr. minimum)	1 course
Business Electives (remainder of credits)	

Unrestricted Electives (remainder of credits)

Total

Minimum 124

* Written communication and technical writing courses do not fulfill this requirement.

The B.B.A. with a Major in Business

This degree is similar to the traditional business degree offered by colleges and universities nationwide. It is specifically geared to those students who may have focused on business courses at their two-year colleges and want to continue in that direction. This program provides a background in business and management which bridges the gap between specialization and generalization. It gives both freshmen and transfer students the opportunity for concentrated study in one of the basic areas of business as well as a broad-based background to grow with during an extended career.

B.B.A. Program (Bachelor in Business Administration)

Course Requirements

Arts and Science – *Minimum 60 semester hours*

Elements of Calculus (3 cr. minimum)	1 course
Statistics (3 cr. minimum)	1 course
Lab Science (3 cr. minimum)	1 course
Natural Science (3 cr. minimum)	1 course
Microeconomics (3 cr. minimum)	1 course
Macroeconomics (3 cr. minimum)	1 course
Basic Communication (3 cr. minimum)	1 course
Upper Division Writing (3 cr. minimum)	1 course
Computer Applications (3 cr. minimum)	1 course
Behavioral Science (3 cr. minimum)	1 course

Must complete a minimum of three of the following courses:

American History	1 course
Western Civilization	1 course
Other Civilizations	1 course
Humanities*	1 course
Arts	1 course
Foreign Language	1 course
Arts/Science Electives (remainder of credits)	

Business – *Minimum 60 semester hours*

Financial Accounting (3 cr. minimum)	1 course
Managerial Accounting (3 cr. minimum)	1 course
Introduction to Business (3 cr. minimum)	1 course
Business Law (3 cr. minimum)	1 course
Finance Principles (3 cr. minimum)	1 course
Marketing Principles (3 cr. minimum)	1 course
Organization Behavior (3 cr. minimum)	1 course
Human Resource Management (3 cr. minimum)	1 course
Issues in Business & Society (3 cr. minimum)	1 course
Management Science (3 cr. minimum)	1 course
Management Policy (3 cr. minimum)	1 course
Business Electives (remainder of credits)	

Unrestricted Electives (remainder of credits)

Total	Minimum 124
-------	-------------

* *Written communication and technical writing courses do not fulfill this requirement.*

Academic Concentrations in the School of Business

The School of Business offers “concentrations” of coursework for those students who desire to specialize in particular fields of study. Upon completion of a series of courses at the Institute of Technology, a student may apply to the office of the dean and be awarded a School Concentration Award, recognizing this accomplishment. Concentrations are available only to those students with sufficient elective hours in their program of study analysis. Students without such elective opportunity may, at their option, complete the necessary concentration work beyond their minimum degree requirements.

Students who have sufficient electives available may decide to satisfy the requirements of two concentrations. Concentrations are presently awarded in accounting, business, finance, human resources management, and marketing/advertising.

These concentration awards may be of value to students who wish to provide prospective employers with evidence of extended work in an area related to a specific employment opportunity.

A student must complete the course sequences at the Institute of Technology. They may substitute by petition other Institute of Technology courses designated by a faculty concentration advisor. Students should not repeat topics completed at the lower division. All courses must be completed with grades of “C+” or better before the award is approved. All of these sequences require preliminary work in these fields either at a two-year school or at the Institute of Technology.

Accounting

Financial Accounting plus:

ACC 310 Income Tax I
ACC 370 Cost Accounting
ACC 385 Intermediate Accounting I
ACC 386 Intermediate Accounting II

Business

Principles of Business plus:

Any four non-core (required) business courses to be determined in consultation with an academic adviser.

Finance

Financial Principles plus:

FIN 332 Investments
FIN 341 Financial Institutions
FIN 411 Financial Management Problems
FIN 420 Financial Planning and Control

Human Resources Management

Human Resources Management plus:

MGT 320 Appraisal, Compensation and Motivation
MGT 415 Industrial and Labor Relations
MGT 425 Human Resource Selection and Staffing
BUS 420 Employee Benefits

Marketing and Advertising

Marketing Principles plus:

MKT 312 Marketing Management Problems
MKT 321 Advertising Management
MKT 465 Consumer Behavior
MKT 470 Marketing Research

Academic Regulations Business Administration

Academic Overload

A student wanting to take more than 16 credits during a semester must demonstrate the ability to handle such a load by achieving a 3.25 average while carrying a full course load (15 to 16 hours) in the previous term.

A student wanting to take more than eight credits during a summer term must demonstrate the ability to handle such a load by achieving a 3.50 average while carrying a course load of at least 15 credits in the previous term. Any overload must be approved in writing by the dean before attempting to register. Permission to take an overload must be requested on a petition form. New students or first semester students must complete one semester before requesting such permission.

Time Limit

A degree candidate will be permitted seven years to complete the degree requirements listed on the program of study provided that he or she maintains continuous matriculation. Failure to complete the degree in that time period will require a new program of study designating the requirements for the degree which exist at that time.

Termination

Any student who does not maintain a minimum acceptable cumulative grade point average as noted under Academic Dismissal is automatically terminated from that degree program.

Field Experience Projects/Internships

The School of Business encourages direct interaction with the business world through a hands-on internship experience. Various internship courses are available that are designed to allow the student to initiate, build and maintain an internship arrangement in the marketplace for possible academic credit. This experience, designed to integrate the real world into the academic environment allows the student to implement the knowledge and skills attained in the classroom while under the supervision of an appropriate faculty.

The Small Business Development Center provides some students field assignments and opportunities for internships.

Program Features

The Management Simulation

A computer simulation of actual management decisions has been integrated into the course in management policy (BUS 485). Students are grouped into competing companies and are required to make decisions concerning production, finance, marketing, sales, and research expenditures. They are held accountable for the results through a complex computer program which determines the profitability and net worth of each company. In the past, some students have represented SUNYIT in national competitions of management simulation.

Microcomputer Experiences

The School of Business has its own student laboratory which is equipped with microcomputers. Each of these computers is connected through the school's local area network to a central file server and to the internet.

Personalized Program of Study

Planning assistance for students, often called advising, is important and is quite different for transfer/upper division students than for freshmen. The advising process in a business program should assist students in planning without making them dependent upon an advisor. It becomes part of the management education for which the student is studying. The advising system gives each student, on the day of their initial registration, an individualized program of study that indicates those courses or requirements for which he or she has received transfer credit and the requirements remaining to be taken. This advising is done through the dean's office to ensure uniform treatment of all students regardless of faculty advisor. It allows students the opportunity for long-range planning of their academic program.

The program of study is filed in a computer-assisted advising system and is updated for each student every semester just prior to the advanced registration period. Students are, therefore, able to plan their own academic schedule. Transfer students who complete the admissions process in a timely manner will ensure that this advisement analysis is ready for them. They will also have the opportunity to request a draft analysis that could be valuable in the transfer decision process. Students attending two-year colleges with formal agreements with the School of Business may follow sample programs while still at the two-year school to ensure maximum transferability.

Accelerated Program for Honors Graduates

Students who graduate from a two-year college with a major in business and at least a 3.50 grade point average are eligible to apply for the accelerated program which allows most students to complete the B.S./Business or B.B.A./Business in fourteen months.

The accelerated program recognizes that there are a number of exceptionally talented and motivated students who may progress toward their degree at a faster rate. The program utilizes the two summer periods which fall between the normal sophomore and senior years. By allowing the student to take an academic overload each term, a student who enters in June of Summer I may graduate in August of Summer II.

While the individual requirements depend on the work taken during the prior two years of lower division college, a general program for a student who receives an associate degree in Spring would follow the pattern of:

Summer—three 4-credit courses	12 credits
Fall—five 4-credit courses	20 credits
Spring—five 4-credit courses	20 credits
Summer—three 4-credit courses	12 credits
	64 credits*

The program is limited to a small number of qualified transfer students. In order to qualify, a student must:

1. Apply for acceptance to the SUNYIT Office of Admissions.
2. Graduate from a SUNY two-year college with a minimum 3.50 grade point average.
3. Request permission to enter the Accelerated Program. (Permission may be obtained by writing to the Dean, School of Business.)
4. Maintain a 3.25 cumulative average while enrolled at SUNYIT.

A student who enters SUNYIT in the Accelerated Program may return to the normal program at any time. Similarly, any student who enters under this option, but does not maintain the required 3.25 average, will be required to continue his or her course of study at the normal rate.

** Students who have 64 applicable credit hours can complete this program in 60 hours. Students who do not enter on the Accelerated Program, but have honor grades at SUNYIT, may accelerate their graduation by one semester through summer study and overload scheduling.*

