

KINGSBOROUGH COMMUNITY COLLEGE
The City University of New York

CURRICULUM TRANSMITTAL COVER PAGE

Department: Business Date: 8/27/25

Title Of Course/Degree/Concentration/Certificate: Business Administration A.S. Degree

Change(s) Initiated: (Please check)

- | | |
|---|--|
| ☐ Closing of Degree | ☒ Change in Degree or Certificate |
| ☐ Closing of Certificate | ☐ Change in Degree: Adding Concentration |
| ☐ New Certificate Proposal | ☐ Change in Degree: Deleting Concentration |
| ☐ New Degree Proposal | ☐ Change in Prerequisite, Corequisite, and/or Pre-/Co-requisite |
| ☐ New Course | ☐ Change in Course Designation |
| ☐ New 82 Course (Pilot Course) | ☐ Change in Course Description |
| ☐ Deletion of Course(s) | ☐ Change in Course Title, Number, Credits and/or Hours |
| | ☐ Change in Academic Policy |
| | ☐ Pathways Submission: |
| | ☐ Life and Physical Science |
| | ☐ Math and Quantitative Reasoning |
| | ☐ A. World Cultures and Global Issues |
| | ☐ B. U.S. Experience in its Diversity |
| | ☐ C. Creative Expression |
| | ☐ D. Individual and Society |
| | ☐ E. Scientific World |
- ☐ Change in Program Learning Outcomes
- ☐ Other (please describe): _____

PLEASE ATTACH MATERIAL TO ILLUSTRATE AND EXPLAIN ALL CHANGES

DEPARTMENTAL ACTION

Action by Department and/or Departmental Committee, if required:

Date Approved: 8/27/25 Signature, Committee Chairperson: Jeffrey Lax

Digitally signed by Jeffrey Lax
DN: CN=Jeffrey Lax, E=jeff91273@gmail.com
Reason: I am the author of this document
Location: wishlist
Date: 2025-08-26 11:28:08

If submitted Curriculum Action affects another Department, signature of the affected Department(s) is required:

Date Approved: _____ Signature, Department Chairperson: _____

Date Approved: _____ Signature, Department Chairperson: _____

Date Approved: _____ Signature, Department Chairperson: _____

Date Approved: _____ Signature, Department Chairperson: _____

Date Approved: _____ Signature, Department Chairperson: _____

I have reviewed the attached material/proposal

Signature, Department Chairperson: Jeffrey Lax

Digitally signed by Jeffrey Lax
DN: CN=Jeffrey Lax, E=jeff91273@gmail.com
Reason: I am the author of this document
Location: wishlist
Date: 2025-08-26 11:27:20



TO: Fall 2025 Curriculum Committee

FROM: Jeffrey Lax

DATE: 8/26/25

RE: Change in AS Business Administration Degree Requirements

The Department of Business is proposing a change in the elective course options for the Business Administration (BA) degree by **adding** Business Communications (BA 3300) to the list of existing elective course options. Business Communications is already in the college catalogue and was a BA degree requirement a number of years ago. Now, the course will be reactivated and offered as an elective.

Rationale for Change:

Business Communications is a desired course that transfers extremely well within CUNY's new Business Administration Transfer Initiative. Many 4-year colleges provide full credit for the course and it is a recognized building block with several competencies that contribute to seamless transfer to 4-year colleges.

Additionally, BA 3300 transfers as a course-to-course equivalent across many CUNY campuses, including:

Baruch College: BUS 150 (Business Communication)
Brooklyn College: BUSN 3010 (Business and Corporate Writing)
Lehman College: ENW 300 (Business Writing)
York College: ENG 373 (Writing for Business)
NYC College of Technology: COM 3401 (Business & Professional Communication)

Add/Delete/Change	A.S. Business Administration	
	HEGIS code: 5002.00	
	Program code: 01050	
	<u>CUNY CORE</u>	CREDITS
	<u>REQUIRED CORE: (4 Courses, 12 Credits)</u>	12
	When Required Core courses are specified for a category, they are strongly suggested and/or required for the major.	
	ENG 1200 - Composition I	3
	ENG 2400 - Composition II	3
	Mathematical and Quantitative Reasoning	3
	BA/MAT 2200 - Business Statistics**	
	Life and Physical Sciences*	4
	<u>FLEXIBLE CORE (6 Courses, 18 Credits)</u>	18
	When Flexible Core courses are specified for a category, they are strongly suggested and/or required for the major. One (1) course from each Group A to E and one (1) additional course from any group	
	A. World Cultures and Global Issues	
	It is recommended that students planning to transfer to Brooklyn College's BBA program take PHI 6800 - Ethical Problems in Business and Society	
	B. U.S. Experience In Its Diversity	
	C. Creative Expression	
	D. Individual & Society	
	ECO 1200- Macroeconomics *	
	ECO 1300- Microeconomics *	
	E. Scientific World	
	<u>DEPARTMENT REQUIREMENTS (9 to 11 Courses, 29 to 35 Credits)</u>	
	ACC 1100 - Fundamentals of Accounting I	4
	ACC 1200 - Fundamentals of Accounting II	4
	BA 1100 - Fundamentals of Business	3
	BA 1200 - Business Law I	3
	BA 1400 - Principles of Marketing	3
	BA 3100 - Organizational Behavior and Management	3
	BA 6000 - Introduction to Computer Concepts	3
	ECO 1200 - Macroeconomics	3
	ECO 1300 - Microeconomics	3
	AND	

	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 or	3
	BA 6100 – Spreadsheet Applications in Business or	3
ADD	BA 3300 - Business Communications or	3
	ECO 1400 – Money and Banking or	3
	ECO 2200 - Principles of Financial Management	3
	<u>ELECTIVES:</u>	1
	1 credit sufficient to meet required total of 60	
	<u>TOTAL CREDITS: 60</u>	60
	NOTE:	
	**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 the Pathways Flexible Core, both must be taken within the major and no optional courses will be required.	

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