

School of Management

at The Sage Colleges

Undergraduate Student Program Manual

Business Administration Program

Sage College of Albany

TheSageColleges

Be. Know. Do.

MORE

Welcome to the Sage College of Albany Undergraduate Business Program. This manual is intended to help you learn about the requirements to successfully complete two of the undergraduate programs within the School of Management: Business Administration and Accounting. It provides information about the structure of the programs along with specific course information. This manual also provides information regarding the libraries, Sage Advisor, academic integrity, the grievance process, and student services.

If you have any questions about the information contained in this manual, you should contact your advisor.

Introduction: Program Overview

Success begins with your commitment to pursuing a business degree at Sage College of Albany. The programs in Accounting and Business Administration provide you with a solid academic preparation combined with real-world business experiences.

Sage College of Albany (BS, BBA, or BS in Accounting):

Students who are first-year students or transfer students who wish to take the majority of their courses during the day should enroll in the Bachelors in Business Administration (BBA) or BS degree in Business Administration at Sage College of Albany. Courses meet two days per week (Monday/Thursday or Tuesday /Friday) for 1.5 hours over a 15-week period. The differences between the BBA and the BS are:

The BBA gives students the opportunity to take more business electives than the BS. The BBA degree is designed for students who are thinking about employment upon graduation or continuing their education at the master's level with an MBA or MS in Organizational Management.

The BS is designed for students who may want to continue their education in graduate school but are interested in law or a degree in the liberal arts and sciences.

The BS may be a degree choice for students who have accumulated a large number of liberal arts and science credits either at a two-year college or other four-year college.

The BBA may be a degree of choice for students who have accumulated a large number of business credits and are looking to transfer into a four-year business administration program.

Consult with your advisor if you have questions about the right degree for you.

First-year students who wish to pursue a BS degree in Accounting should be aware that classes may be on the SPCE schedule; once a week classes starting at 6 p.m., weekend courses, and hybrid courses consisting of on-line and in-class sessions.

The Sage business and accounting programs are designed for you to be successful.

See yourself as a professional...

Integrating your knowledge, skills, and abilities in an internship experience.

Working as an accountant, budget analyst, fiscal analyst, or comptroller in the private or public sectors.

Working as a financial manager or banking executive.

Managing people in private industry, government, non-profit organizations, health care institutions, or wherever your interest lies.

Marketing an organization's products or services.

Engaging in the world of international business.

Developing further leadership potential.

Starting your own business or becoming a partner in an entrepreneurial venture.

Academic Programs

Accounting Program

Accounting is an essential function in any well-managed organization. This degree prepares a student for a career as a professional accountant, budget analyst, auditor, fiscal analyst or comptroller in the private or public sectors.

The Bachelor of Science degree in Accounting in Professional and Continuing Education is a completer program. Students who enter this program have already done some college-level work, typically 45-60 credits, and are prepared to pursue a Bachelor's degree. Required introductory level courses will normally have been completed and transferred from a previous school. When that is not the case, a Sage academic advisor will describe alternatives for completing these courses. Many of these introductory courses are offered in the summer sessions.

Accounting Program Requirements

When students complete the 120 credit hour undergraduate accounting curriculum they are fully qualified for a professional accounting career. Please note that recent changes to the Certified Public Accountant program in New York and over forty other states now require a total of 150 credit hours of study prior to licensure. Students may pursue the additional 30 credit hours by completing an appropriate master's degree or through additional undergraduate courses.

For more information regarding our BS in Accounting please visit http://catalog.sage.edu/preview_program.php?catoid=6&poid=418&returnto=205

Business Administration

This bachelor's degree program in Business Administration consists of courses in finance, organizational behavior, marketing, entrepreneurship, leadership, accounting, economics, business ethics, human resources, strategy and other management courses, and gives students the foundation they need to understand the field of management in both for-profit and not-for-profit organizations. Students learn to integrate analytical methods from accounting, economics, management, finance, and marketing and develop advanced proficiency in the most commonly used business-related computer applications. This program is designed to provide the background and skills necessary for a management career and the skills and prerequisites for entry into Sage's graduate programs program. In fact, students may apply to the graduate programs before completing the bachelor's degree and take graduate and undergraduate courses simultaneously.

Business Administration Program Requirements

The BS in Business Administration is for students who are able to accumulate a total of 60 credit hours of liberal arts and sciences. The BBA requires a minimum of 30 credits of liberal arts and sciences and is for students who want to take a larger number of business courses or who bring in a more professional background.

Program Contact:

Dr. Huimin Xu
xuhu@sage.edu
518-292-1786

For more information regarding our BS in Business or BBA degree please visit http://catalog.sage.edu/preview_program.php?catoid=6&poid=420&returnto=205. Sage Undergraduate Program Manual (Fall 2019)

Mock 4 Year Course Schedule

Following is a four-year example of a student's undergraduate Business Administration schedule. Notice that your upper-level business courses are taken in your junior and senior years. Please see the Appendix for the Program Degree Requirement Checklists.

BBA Example

YEAR 1	Fall Semester		Spring Semester	
	*ACC 201 Financial Accounting		*ACC 202 Managerial Accounting	
	*BUS 204 Principles of Marketing		*BUS 205 Principles of Management	
	~HUM 112 Language & Community		*BUS 209 Mathematics for Finance	
	~LA & S Elective (Humanities)		~ITK 101 I Think Learn	
	^Business/ LA & S Elective		^Business/ LA & S Elective	

YEAR 2	Fall Semester		Spring Semester	
	*BUS 212 Business Law I		*BUS 213 Business Law II	
	*ECO 202 Principles of Microeconomics		*ECO 201 Principles of Macroeconomics	
	~LA & S Elective (Humanities)		*BUS 335 Management Information Systems	
	*Req. Business Elective		>LA & S Elective	
	^Business/ LA & S Elective		^Business/ LA & S Elective	

YEAR 3	Fall Semester		Spring Semester	
	*BUS 308 Human Resource Management		*MAT 220- Applied Statistics	
	~Science Elective		~Science Elective	
	*BUS 325 Financial Management		*Req. Business Elective	
	~ITK 301 I Think Learn		^Business/ LA & S Elective	
	^Business/ LA & S Elective		>LA & S Elective	

YEAR 4	Fall Semester		Spring Semester	
	*BUS 324 Business Strategy I		*BUS 424 Business Strategy II	
	*BUS 327 Experiential Learning		*Req. Business Elective	
	*Req. Business Elective		^Business/ LA & S Elective	
	^Business/ LA & S Elective		^Business/ LA & S Elective	
	^Business/ LA & S Elective		>LA & S Elective	

KEY

*Core Requirements (Inc. 4 Req. Electives)

~Literacies of Connection Requirements

>LA & S Electives

^Business/ LA & S Electives

Additional Information

Internships through Sage

Here are the internship registration requirements:

Number of internship hours per credit	45
Recommended internship length	10 weeks minimum
Minimum GPA requirement to be eligible	2.50 cumulative or 2.20 in major
Minimum number of credits completed to be eligible	48
Minimum number of credits completed at Sage to be eligible	6

Here is a sample list of some of the academic assignments that may be required during your internship including: creating a portfolio, daily log, reading required books or journal articles, a company analysis report, presentation to the Business Department, classroom meetings, performance evaluation, site visit, and a final paper. The School of Management Undergraduate Chairperson is the director of the internship program. It is strongly suggested that you make an appointment with the Chairperson to discuss the process. In addition, the Career Services Center provides you with resources to prepare for the internship experience as well as resources to find an appropriate site.

Transferring Credits to Sage

- Sage accepts transfer credit for courses with a C- or better
- Advanced Placement (AP) Credits
 - Sage College of Albany recognizes the Advanced Placement Program (AP Credit) of The College Board. Students must request that an official score report be sent directly to Sage. High School transcripts may contain AP course information; however, this is not sufficient to transfer in AP credits as actual college credit.

For more information regarding AP Transfer Credits (including which courses are accepted and contact information for questions) please visit

<http://www.sage.edu/sca/academics/advising/APCreditInformationSCA/>.

Online Courses/Traditional Lecture Courses

Students should meet with their advisor about taking courses either online or traditional lecture courses outside of the Sage Colleges with the intentions of transferring these courses to Sage.

Cross Registration

In order to participate in cross registration:

- You must be a full-time matriculated RSC or SCA day student and take over one-half of your semester load at The Sage Colleges.
- You may take up to two undergraduate courses.
- You must be in good academic standing.
- The course is not offered by The Sage Colleges.
- You must obtain approval from your faculty advisor and the Registrar.
- You must maintain a full-time status through the semester.

- You are responsible for notifying the Registrar at The Sage Colleges and the host institution if you withdraw from the course(s). Failure to do so will result in a failing grade.
- Courses completed under cross-registration earn Sage credit and are calculated into your Sage grade point average.
- Courses within the Summer Sessions are not covered under the cross-registration.
- You will be responsible for all fees, e.g., lab fees, parking, etc.
- Deadline to hand in all completed cross registration forms to the Office of Student Services is the last day of add/drop.

Please be aware you must follow all guidelines of the host institution, e.g., parking, registration, etc.

Popular Participating Institutions:

Adirondack County Community College
 Albany College of Pharmacy
 Albany Medical College
 Empire State College
 Hudson Valley Community College
 Maria College
 Rensselaer Polytechnic Institute
 Schenectady County Community College
 Siena College
 Skidmore College
 Southern Vermont College
 The College of Saint Rose
 Union College
 Union Graduate College

Student Services Contact Info:	
ALBANY Admin. Bldg. 1st Floor ph. 518-292-1781 fax 518-292-7701 Monday - Friday 8:30a.m. - 5:00p.m.	TROY Cowee Hall 1st Floor ph. 518-244-2201 fax 518-244-2460 Monday - Friday 8:30a.m. - 5:00p.m.
E-Mail us: studentservices@sage.edu	

For more information regarding transferring credits please contact Student Services, please visit http://www.sage.edu/resources/student_services/.

Global Education at Sage

There are a number of opportunities for Sage undergraduate students to study abroad. There are experiences that include short-term programs, semester-based programs and other exchange programs.

The Sage Colleges offer many opportunities for students to explore the world through Global Education programs. Such international experiences are essential to gaining the skills and knowledge necessary to succeed in today’s global society, and it is a positive feature to add to your resume.

For more information regarding global education at Sage, please visit http://www.sage.edu/academics/global_education/ OR http://www.sage.edu/studentlife/diversity/programs/abroad_process/

The Faculty

Kimberly A. Fredericks, Ph.D., M.P.A., R.D.
Dean, School of Management,
Associate Professor, Management

Eileen V. Brownell, Ph.D.,
Associate Professor, Management, Internship Director

Kevin Fletcher, Ph.D.,
Assistant Professor, Management

Robert Manasier,
Entrepreneur -In- Residence

Dayna Maniccia, Dr. P.H., M.S.
Assistant Professor, Health Services Administration
and Coordinator Public Health
Graduate Program Director of Management

Scott Seyrek, Ph.D.
Assistant Professor, Management

Gerald Shaye,
Executive -In- Residence

MaryEllen Tedesco, M.S.,
MBA/ OM Online Program Director,
Adjunct Professor, Management

Huimin Xu, Ph.D.,
Associate Professor, Marketing
Chair of the Management Department
and Undergraduate Program Director

Ceren Yoruk, Ph.D.,
Associate Professor, Economics

For more information regarding our Faculty (including contact information and hours) please visit <http://www.sage.edu/academics/faculty/management/>.

Student Advisement Services

Sage College of Albany provides academic and course planning assistance to students through a faculty-based advising system. Students work closely with faculty advisors to ensure that their academic and career goals are met. The Office of Academic Advising provides support and information to students and faculty advisors about undergraduate academic policies, procedures, course planning, timelines/deadlines and programs of study.

Your faculty advisor will guide you in choosing courses, navigating on-line registration, and in understanding Sage requirements. Sage College of Albany Faculty Advisors are full-time professors in your major department. Your faculty advisor is experienced in: planning your course schedule, explaining major requirements, encouraging opportunities that will strengthen your educational objectives, and in providing information about careers & internships related to your field of study.

For more information regarding our Faculty (including contact information and hours) please visit <http://www.sage.edu/academics/faculty/management/>.

Sage Advisor

Sage Advisor is our internet-based service securely supplying real time information and online functionality to our students, faculty, and employees. These online services traditionally were only provided by visiting the campus in person (like registration).

Sage Advisor provides the following secure online functions and information:

- View class schedule
- View statement of Account/Financial Aid Information
- View Course Offerings
- Search/Register for Courses
- View your Profile
- View Grades
- View Grade Point Average by Term
- View your Transcript
- Manage your Waitlisted Courses

For more information regarding Student Services please visit http://www.sage.edu/resources/student_services/.

Student Services

Student Services at Sage is exactly that: a full-service resource for our students. Our student relations specialists provide answers and guidance for questions and issues relating to financial aid, registration for classes, accessing your academic record, and managing your student account.

The Registrar's Office is responsible for all matters pertaining to students' academic records and registration for classes at The Sage Colleges, including setting the academic calendar each year. They have all the forms you will need, for example: student registration form, registration change (add/drop), and Graduate Independent Study form.

ALBANY Admin. Bldg. 1st Floor ph. 518-292-1781 fax 518-292-7701 Monday - Friday 8:30a.m. - 5:00p.m.	TROY Cowee Hall 1st Floor ph. 518-244-2201 fax 518-244-2460 Monday - Friday 8:30a.m. - 5:00p.m.
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E-Mail us! studentservices@sage.edu

For more information regarding Student Services please visit http://www.sage.edu/resources/student_services/.

FINANCIAL AID

Financial Aid is located on the first floor of the Administration building. For more information regarding Financial Aid, visit http://www.sage.edu/resources/student_services/financial_aid/ or call 518-292-1781.

Please note that students must maintain satisfactory academic progress in order to maintain financial aid eligibility. This means that a student must maintain a GPA at or above a 2.0 and have at least a 70% completion rate in coursework. Please see the link below for more details.

<https://www.sage.edu/admission/financial-aid/federal-state-aid/undergraduate-satisfactory-academic-progress-policy/>

IT Help

Sage Email is the official communication method for the college. Your password is the same for Sage Advisor, My Sage and Moodle.

For Tech Support, please use the Jira Service Center to complete a work order.

Sage Libraries

The Sage Colleges Libraries serve Russell Sage College, the Sage College of Albany, Sage Graduate School and Professional and Continuing Education. The libraries are open to the public however certain resources are restricted to the Sage community. Access to electronic resources is available in the libraries at workstations and via internet from remote locations by Sage users. Direct loan of library materials is limited to Sage-affiliated students, faculty, administrators, staff, retirees or alumni of The Sage Colleges and to holders of valid library cards issued through the Capital District Library Council Direct Access Program (See your library for details.)

Steps for adding a work order:

Go to sc.sage.edu.
Click on the IT service desk icon.
Login using your Sage user id and password.
Select the request type.
Click on the icon that matches your request.
Fill in the requested information. Enter your 4 digit extension or phone number 555-555-5555, then click create.

Shea Learning Center
Russell Sage College
518-244-2431
SCA Learning Center
Sage College of Albany
518-292-1945

An Interlibrary Loan service is also available if a Sage user needs something that we do not have in our collection. The materials in each library support the programs and majors primarily located on that campus. The two libraries' combined holdings include over 200,000 volumes of books, nearly 500 print periodical subscriptions (with nearly 60,000 volumes of bound periodicals) and over 30,000 media items. The library website provides access to over 50,000 e-journals and over 10,000 e-books.

For more information regarding Sage's Library (including hours) please visit <http://library.sage.edu/>.

College Policy Statements

THE SPIRIT OF LEARNING: STATEMENT ON APPROPRIATE CONDUCT ON CAMPUS

All members of The Sage Colleges community are expected to conduct themselves in a way which respects the learning environment. Thus, Sage has the right to remove any student from a classroom, other academic area, or program at any time if the student's behavior is contrary to the spirit of learning or hinders the operation of the program in any way. Violent, disruptive, harassing or intimidating behavior is not tolerated in the classroom or any other place on campus. Any student whose conduct disrupts a class or other learning environment may be required to leave the premises immediately and subjected to disciplinary and/or legal action.

AMERICANS WITH DISABILITIES ACT

The Sage Colleges is committed to providing equal access and responding to the needs of students with disabilities, as defined by the Americans with Disabilities Act. A student seeking academic adjustments under the Americans with Disabilities Act must register and provide documentation to the Director of Disabilities Services. Any student in need of classroom assistance or modification under the Americans with Disabilities Act must inform the instructor of the needed adjustment by first obtaining the necessary accommodation letters from the Director of Disabilities Services in order for reasonable accommodations to be provided. It is recommended that students do so at the onset of classes as reasonable prior notice needs to be given. The Director of Disabilities Services can be contacted in Troy at 65 First Street Troy NY 12180 (518) 244-6874 or in Albany at 140 New Scotland Avenue, Albany NY 12208 (518) 292-8624.

POLICY ON ACADEMIC HONESTY

Academic dishonesty in any of its forms, including cheating, plagiarism, misuse of SageNet, and failure to comply with guidelines for the conduct of human research, will not be tolerated at The Sage Colleges. A full statement of the policy on Academic Honesty can be found as an appendix to the Student Conduct Code on The Sage Colleges web site. A hard copy can be requested from the Dean of Students in Albany Kahl Campus Center 145 (518) 292-1753 or in Troy McKinstry Student Center 244-2207.

For guidance in proper referencing of sources, as well as how to avoid plagiarism, consult the most recent editions of the following works, which are available in the reference section of the libraries on the Troy and Albany campus.

- Joseph Gibaldi, *MLA Handbook for Writers of Research Papers*, New York, Modern Language Association.

- Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, Chicago, University of Chicago Press.
<http://www.wisc.edu/writing/Handbook/DocChicago.html>
- American Psychological Association. *Publication Manual for the American Psychological Association*, Washington, D.C., American Psychological Association.
<http://apastyle.apa.org/>

RELIGIOUS OBSERVANCE

The Sage Colleges recognize the value of participation in and observance of religious obligations and practices by individual students. No student will be penalized because a religious observance prevents participation in any course requirement. An opportunity will be provided for each student to make any requirement missed for an absence due to religious observance. A student who intends to be absent from classes for a religious observance must notify each instructor in advance and make arrangements to cover missed course materials and to complete the course requirement(s) missed. The College reserves the right to confirm the existence of the observance through an interfaith calendar.

E-MAIL POLICY FOR THE SAGE COLLEGES

Sage considers Sage Gmail (username@sage.edu) the exclusive vehicle for official college e-mail communication. As such, username@sage.edu will be considered the official e-mail address for writing and forwarding electronic correspondence. All users are expected to regularly check their Sage e-mail account (on Gmail) and to acknowledge messages in a timely manner. In addition to general College notices, faculty members frequently use the College's e-mail system to notify and correspond with members of their classes. It is recommended that students frequently access their College assigned e-mail account for information. Any electronic business conducted with the College must be done via a sage.edu account.

CREDIT HOUR POLICY AT SAGE

All courses offered at The Sage Colleges—graduate, undergraduate, and professional—comply with definition of the credit hour and the policies established by the New York State Commissioner of Education and the US Department of Education regardless of delivery modality. A contact hour is described as the interaction between faculty and students via lecture, discussion, research, project/problem, debate, etc. For lecture class formats, one credit requires a minimum of 12.5 faculty contact hours (750 minutes) and a minimum of 30 hours of out-of-class student work over the course of a 15 week semester. For example, a three-credit course is thus equal to a minimum of 37.5 faculty contact hours (2,250 minutes) with the expectation of a minimum of 90 hours of student out-of-class.

GRIEVANCE PROCESS

In the event that a student has a complaint involving a faculty member or wishes to question a grade, the student should follow the procedures listed below:

- Meet with the instructor involved. In the best interests of both parties, resolution ideally should be reached at this stage.
- If resolution is not reached between the student and instructor, the student should make an appointment to meet with the instructor's department chairperson or program coordinator.
- Meet with the Dean of the College, only in the event that the student feels procedures were not followed.
- The Provost is the final decision-making authority.

PROCEDURES FOR GRIEVANCES ALLEGING DISCRIMINATION BASED ON DISABILITY

Any member of The Sage Colleges community, including faculty, administrators, staff, and students, who has any grievance in relation to the law or any acts prohibited by the law may file a written complaint within 30 working days of the occurrence of the alleged action. The complaint should be filed with the Director of Disabilities Services as the person designated to coordinate the efforts of the college to comply with and carry out its responsibilities under the law. The written complaint should explain who was discriminated against in what way by whom, when the discrimination took place who can be contacted for further information The name, address, and telephone number of the complainant and as much background information as possible about the alleged discriminatory act. These are suggestions, not requirements. Within five working days, the Director of Disabilities Services shall acknowledge receipt of the complaint and assign an individual to investigate the complaint. The individual investigating the complaint shall submit a written report to the Director with a copy to the complaint within 10 working days from the date assigned. The complainant shall have 10 working days from receipt of the investigation report to contact the Director to support or refute information contained in the investigation report.

Graduation

The Sage Colleges confers degrees three times each year: in August, December and May. However, the only Commencement ceremony is in May. Students become candidates for graduation after completing a Graduation Application, paying the filing fee and submitting both to the Office of Student Services.

Graduating students may participate in commencement without having all degree requirements completed. Students, who participate in the May commencement ceremony before completing their degree requirements, must apply to officially graduate and pay the diploma fee when their degree requirements are complete.

For more information regarding Student Services (including contact information and hours) please visit http://www.sage.edu/resources/student_services/.

MBA at Sage Graduate School

Sage students who have completed 87 credits or more, have a GPA of 3.0 or better, and have the approval of their advisor and the Dean of the Sage Graduate School, may take six credits of graduate-level coursework as part of their 120-credit Bachelor's degree requirement.

Program Contact:
Dr. Kimberly Fredericks
fredek1@sage.edu
518-292-1782

For more information regarding Sage Graduate programs, please visit the Sage School of Management website at <http://www.sage.edu/academics/management/>

The professional M.B.A. program at Sage Graduate School is designed to develop leaders who can manage complex organizations and who have the desire and capacity to move into high level positions.

For nearly three decades, Sage M.B.A.s have taken major leadership roles in business, government, healthcare and non-profit organizations. Top management positions are well within the reach of our graduates.

The Sage M.B.A. is particularly tailored to professionals in the workplace. The M.B.A. program is contemporary, practitioner-oriented, and includes behavioral aspects of management. Thanks to our

their

Students can choose from among several specialized courses in fulfilling their elective category, or opt to concentrate in:

- Business Strategy
- Finance
- Marketing
- Human Resources

flexible schedule, with evenings, weekend, summer, and online courses, even the busiest student can complete degree within two years. When combined with business experience, the

Sage M.B.A. develops leaders prepared to make effective decisions in any organization. These concentrations are structured to cover the knowledge and skills central to establishing competencies in the area most critical and interesting to the student. Students who do not want an area of concentration may choose from a range of traditional M.B.A. electives and/or may elect to take graduate courses in other programs.

Contact the Sage School of Management

Main Office (518) 292-1700

management@sage.edu

Albany Campus: Administration Building, Suite 240

140 New Scotland Ave. Albany, NY 12208

sage.edu/management

Dean: Kimberly Fredericks, PhD, MPA, RD

(518) 292-1782, fredek1@sage.edu

Administration Building, Suite 210 (Albany Campus)

Undergraduate Chair: Huimin Xu, Ph.D.

(518) 292-1786, xuhu@sage.edu

Administration Building, Suite 210 (Albany Campus)

Business Administration (SCA BS)

Program Degree Requirement Checklist

**This tool does not replace the official Sage program evaluation monitored by the Registrar.*

Business Administration Core: 48 Credits

COURSE	SEMESTER COMPLETED
ACC 201 - Financial Accounting: 3 Credits	_____
ACC 202 - Managerial Accounting: 3 Credits	_____
BUS 204 - Principles of Marketing: 3 Credits	_____
BUS 205 - Principles of Management: 3 Credits	_____
BUS 212 - Business Law I: 3 Credits	_____
BUS 213 - Business Law II: 3 Credits	_____
BUS 308 - Human Resource Management: 3 Credits	_____
BUS 324 - Business Strategy I: 3 Credits	_____
BUS 325 - Financial Management I: 3 Credits	_____
BUS 327 - Experiential Learning in Business OR BUS 328 Internship in Business : 3 Credits	_____
BUS 335 - Management Information Systems OR ACC 207 Accounting Information Systems : 3 Credits	_____
BUS 424 - Business Strategy II: 3 Credits	_____
ECO 201 - Principles of Macroeconomics: 3 Credits	_____
ECO 202 - Principles of Microeconomics: 3 Credits	_____

Choose **ONE** of the following: 3 Credits

	SEMESTER COMPLETED
BUS 209 - Math for Finance	_____
MAT 112 - College Algebra (or higher level math)	_____

Choose **ONE** of the following: 3 Credits

	SEMESTER COMPLETED
MAT 220 - Applied Statistics	_____
ECO 215 - Statistics for Decision Making	_____

Required Electives in Major: 12 credits (students must complete at least 6 credits at the Sage Colleges)

Choose FOUR elective courses from Accounting, Business, Economics, or Law (May be used to fulfill concentration or minor requirements)	SEMESTER COMPLETED
_____	_____
_____	_____
_____	_____
_____	_____

Literacies of Connection Curriculum Requirements: 21-23 credits SEMESTER COMPLETED

HUM 112 Language and Community: 3 Credits	_____
ITK 101 I. Think Learn: 3 Credits	_____
ITK 301 I. Think Engage: 3 Credits	_____
Liberal Arts and Science Knowledge: Humanities: 6 Credits	_____
_____	_____
_____	_____

Social Science: 6 Credits

ECO 201- Principles of Macroeconomics	[met in the major]
ECO 202- Principles of Microeconomics	[met in the major]

Business Administration (SCA BBA)

Program Degree Requirement Checklist

**This tool does not replace the official Sage program evaluation monitored by the Registrar.*

Business Administration Core: 48 Credits

COURSE	SEMESTER COMPLETED
ACC 201 - Financial Accounting: 3 Credits	_____
ACC 202 - Managerial Accounting: 3 Credits	_____
BUS 204 - Principles of Marketing: 3 Credits	_____
BUS 205 - Principles of Management: 3 Credits	_____
BUS 212 - Business Law I: 3 Credits	_____
BUS 213 - Business Law II: 3 Credits	_____
BUS 308 - Human Resource Management: 3 Credits	_____
BUS 324 - Business Strategy I: 3 Credits	_____
BUS 325 - Financial Management I: 3 Credits	_____
BUS 327 - Experiential Learning in Business OR BUS 328 Internship in Business : 3 credits	_____
BUS 335 - Management Information Systems OR ACC 207 Accounting Information Systems : 3 Credits	_____
BUS 424 - Business Strategy II: 3 Credits	_____
ECO 201 - Principles of Macroeconomics: 3 Credits	_____
ECO 202 - Principles of Microeconomics: 3 Credits	_____

Choose ONE of the following: 3 Credits	SEMESTER COMPLETED
BUS 209 - Math for Finance	_____
MAT 112 - College Algebra (or higher level math)	_____

Choose ONE of the following: 3 Credits	SEMESTER COMPLETED
MAT 220 - Applied Statistics	_____
ECO 215 - Statistics for Decision Making	_____

Required Electives in Major: 12 credits (students must complete at least 6 credits at the Sage Colleges)

Choose <u>FOUR</u> elective courses from Accounting, Business, Economics, or Law (May be used to fulfill concentration or minor requirements)	SEMESTER COMPLETED
_____	_____
_____	_____
_____	_____
_____	_____

Literacies of Connection Curriculum Requirements: 21-23 credits SEMESTER COMPLETED

HUM 112 Language and Community: 3 Credits	_____
ITK 101 I. Think Learn: 3 Credits	_____
ITK 301 I. Think Engage: 3 Credits	_____
Liberal Arts and Science Knowledge:	
Humanities: 6 Credits	_____
_____	_____
_____	_____
Social Science: 6 Credits	
ECO 201- Principles of Macroeconomics	<i>[met in the major]</i>
ECO 202- Principles of Microeconomics	<i>[met in the major]</i>

Science: 6-8 Credits

Math (MAT 110 Topics in Mathematics or higher)
Experiential-Based Learning Opportunities (BUS 327)
Senior Project/Capstone (BUS 424)

[met in the major]
[met in the major]
[met in the major]

Liberal Arts & Science: 30 Credits

SEMESTER COMPLETED

Business or Liberal Arts & Science Electives: 7-9 Credits

SEMESTER COMPLETED

Total Core Requirements: 48 Credits

Required Electives in Major: 12 Credits

Total Major Requirements: 60 Credits

Literacies of Connection Curriculum Requirements: 21-23 Credits

Liberal Arts & Science: 30 Credits

Business or Liberal Arts & Science Electives: 7-9 Credits

Total Liberal Arts, Science & Business Electives: 60 Credits

Total Credits Required to Qualify for Graduation: 120 Credits

**Students may transfer up to 66 credits from a two year college. Students may transfer up to 75 credits from a combination of a two or a four year college. However, half of the credits in the major must be taken at Sage.*

Student Advising Checklist for Semester Planning

Name: _____ Student ID: _____

Major: _____ Date of Advising Meeting: _____

Use your personal Program Evaluation (have a printed version for your advisor meeting) to answer the below questions. Your Program Evaluation is located under “Academic Profile” in Sage Advisor.

1. Identify (and fill-in) the following:

- a. Overall Cumulative GPA: _____
- b. Pace of Completed Credits: _____
- c. Current Earned Credits: _____
- d. Remaining Credits: _____
- e. Uncompleted General Education Courses: _____

- f. Major (BUS/ACC) GPA Achieved: _____

2. Did you send in all college credit Transcripts to the Registrar? _____

3. Have you had an Internship yet? _____

- a. Do you have an Area of Interest for your Internship?

4. What courses would you like next semester?

5. Any Questions/Comments for your advisor?

