

Alfred University
Downstate Programs

Master in Business Administration

30-Credits

Practical, Affordable and
Convenient Education for
The Working Professional

For complete program information, call CITE:

1-877-922-2483

Center for Integrated Teacher Education
James F. Dougherty, Ph.D.
Director



What Is CITE?

Since 1983, CITE has provided professional development and inservice courses for teachers, principals and related school staff. We emphasize practical applications of concepts that make an immediate impact on your every day job. CITE is a professional service organization that manages the logistical operations of this Master's Degree Program.

PROGRAM DESCRIPTION

The Alfred University MBA focuses on decision making and emphasizes the use of technology in management. The curriculum has a special focus on enterprise resource planning (ERP) and integrates the use of SAP business suites (R/3, BW, SCM, SEM, CRM). Graduates of the Alfred University MBA program will demonstrate effective leadership and teamwork skills, integrate their functional knowledge of business to make decisions, use a global perspective in decision making and understand the need for ethical practices in business.

PROGRAM DESIGN

Students attend the downstate M.B.A. program on a part-time basis. The program is designed so that students can complete their course of study in less than one academic year and two summers.

No student may begin the formal MBA coursework without successfully completing the foundation workshops or courses at other institutions that fulfill these requirements. Students who have completed prior coursework in the foundation business areas are able to enter directly into the MBA program once they have been admitted.

COURSE SEQUENCE

All students begin the MBA program on the Alfred University campus during the first week of August. Students complete their first MBA course, as well as receive orientation to university services and resources, during this week.

Beginning in the fall semester, students enroll in three courses per academic period for the remainder of the year (fall, spring, summer). Students attend classes during the fall and spring one full day each weekend, choosing either Saturday or Sunday as their regular class day, at sites in Brooklyn.

During the second summer of the program, students again travel to the Alfred University campus for their final residency week, completing the program in August.

COST OF ATTENDANCE

The cost of each three credit graduate course is \$900. Financial Aid in the form of school loans is available through Alfred University. In addition to tuition costs, a \$200 deposit is due upon admission. Textbooks, Lab fees and Travel for Alfred residency requirements are not included in the cost of tuition. On-campus courses cost \$950.

ADMISSION REQUIREMENTS

Application Requirements

Complete Application for Graduate Study

Undergraduate Transcripts

Graduate Transcripts (if applicable)

Interview with Faculty Member

\$60 Application Fee

2 Letters of Recommendation

Official GMAT Score

Submit the enclosed Green Card

HOW TO APPLY

Students may complete an application for Graduate Study: www.alfred.edu/admissions/apply. In order for applications to be fully processed, The Office of Graduate Admissions must receive the \$60 application fee.

Please request Official Copies of Undergraduate (*and graduate if applicable*) Transcripts. In addition, please secure Letters of Recommendation from individuals who can attest to your ability in a professional setting. Please reference the applicant's name on all mailed material. This will ensure that all materials get credited to the appropriate applicant.

Please follow-up with the Office of Graduate Admissions to ensure that all materials have been received. **Please mail the Green Card as soon as you decide to apply.**

All application materials should be sent to:

Graduate Admissions Office

Alfred University

Saxon Drive

Alfred, New York, 14802

607-871-2115

FOUNDATION COURSES

Students must complete previous coursework in some or all of the required foundation. Students may complete the foundation requirements at other institutions. In addition, applicants may have their undergraduate coursework evaluated to meet this requirement.

NEXT PROGRAM Starts in 2010

**For Specific Class Dates please visit
www.alfreddownstateeducation.com/business**

PROGRAM SEQUENCE

Semester 1	MBA 646	Enterprise Resource Planning*
Semester 2	MBA 611	Accounting Information Systems
	MBA 613	International Marketing
	MBA 614	Corporate Finance
Semester 3	MBA 621	Business Decision Making
	MBA 622	Quality Management
	MBA 624	Strategic Management
Semester 4	MBA	To be announced
	MBA	To be announced*
	MBA	To be announced*

*** (Course will take place on Alfred's Campus.)
*Actual Courses and Sequence are subject to change.***

ALFRED VISITS

Students are required to travel to Alfred University twice during the completion of this program. Each Cohort will visit the campus for one week (Sunday to Sunday) during the summer. During campus visits, students will attend class and participate in a program orientation. Campus housing will be available to students. Alfred and CITE will help students make arrangements. Costs associated with these visits are not included in the cost of tuition. Information about housing and a chartered bus will be distributed to accepted students.

IMMUNIZATIONS

All Students must complete the approved immunization form in order to register for classes. Students will receive a necessary form with their application packet.

Master's in Business Administration

Summer 2010

- **MBA 646 – Enterprise Resource Planning**

Dates for both classes are July 18 – 25

Fall 2010

- **MBA 611 – Accounting Information Systems**
Saturday- September 11, 19, 25; October 2, 9
Sunday- September 12, 19, 26; October 3, 10
- **MBA 613 – International Marketing**
Saturday- October 16, 23, 30; November 6, 13
Sunday- October 17, 24; 31 November 7, 14
- **MBA 614 – Corporate Finance**
Saturday- November 20; December 4, 5, 11, 18
Sunday- November 21; December 4, 5, 12, 19

(Please note: Saturday Students will attend classes on September 19th)

(Please note: Students will attend classes on December 4th & 5th)

Spring 2011

- **MBA 621 – Business Decision Making**
Saturday- January 8, 15, 22, 29; February 5
Sunday- January 9, 16, 23, 30; February 6
- **MBA 622 – Quality Management**
Saturday- February 12; March 5, 12, 19, 26
Sunday- February 13; March 6, 13, 20, 27
- **MBA 624 – Strategic Management**
Saturday- April 2, 9 16, 30; May 7
Sunday- April 3, 10, 17; May 1, 7

(Please note: Sunday Students will attend classes on May 7th)

Summer 2011

- **MBA ??? - To be Announced**
Saturday- May 14, 21; June 4, 11, 18
Sunday- May 15, 22; June 5, 12, 19
- **MBA ??? - To be Announced**
- **MBA ??? - To be Announced**
Alfred University - July 17 - 24

(ATTENDANCE MANDATORY)