

# Getting Ahead in Business



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Business Management  
Business Administration Transfer  
Accounting  
Bookkeeping  
Paralegal



# Business Management - BUS (AAS)

- ▶ This **occupational** degree is geared towards the student looking to get right to work after two years and those thinking about starting their own business.
- ▶ This program provides a basic knowledge of essential business practices and procedures within a broad framework of business management principles.
- ▶ Flexibility! - The program gives students the opportunity to select courses that matter to them!
- ▶ Graduates are employed in private and public sector entry-level employment positions including sales, personnel, banking, marketing, management and administration.
- ▶ BUS graduates have earned promotions, title changes and career changes upon completion of the BUS degree!



# Internship Opportunities

- ▶ Anderson Center for Autism
- ▶ DCC Foundation
- ▶ Dutchess County Department of Finance
- ▶ Eleanor Roosevelt Center at Val-Kill
- ▶ Hudson River Housing
- ▶ Rehabilitation Support Services
- ▶ TEG Credit Union
- ▶ Hudson Valley Renegades






# Where are they now? - AAS Graduates

- ▶ AAS Graduates have gone on to jobs as:
  - ▶ Floor design specialist for Victoria's Secret
  - ▶ Small Business Owner in:
    - ▶ Landscaping
    - ▶ Car Detailing
    - ▶ Baking
    - ▶ Hair Salon
  - ▶ Sales Management
  - ▶ Real Estate
  - ▶ Insurance Sales
  - ▶ Banking




# Business Administration – BAT (AS)

- ▶ **Transfer Program** - This course of study is designed for students who plan to transfer to a senior college to pursue a baccalaureate degree in business administration, accounting, management, marketing, international business, project management, or economics.
- ▶ Carefully designed program of study allows you to transfer easily to a four-year college or university with maximum credit transfer.
- ▶ Course work includes management, marketing, micro and macroeconomics, financial and managerial accounting
- ▶ Upon completion of the Bachelors Degree in Business, graduates go on to careers in:
  - ▶ Marketing and Sales Management
  - ▶ Financial Analytics
  - ▶ Account Management
  - ▶ Project Management
  - ▶ Entrepreneurship



# Oh the Places You'll Go! – Business Transfers!

- Pace University
- Stony Brook University
- Marist College
- SUNY Albany
- SUNY Binghamton
- Rutgers
- NYU
- Mercy College
- Cornell University
- University of Buffalo
- Baruch College
- Fordham University
- SUNY New Paltz
- Western Connecticut
- Mount Saint Mary College
- College of Saint Rose
- Boise State University
- University of Florida




# Transfer Students – Where are they Now?

- ▶ Accounting Specialist – Hudson Valley Credit Union
- ▶ Financial Services Representative – Hudson Valley Credit Union
- ▶ Assistant Manager – Enterprise
- ▶ HR Safety and Staff Development Coordinator – MHA Ulster
- ▶ Business Analyst – Revature
- ▶ Client Sales Representative – DSL Financial
- ▶ Operations Associate – CTF Capital
- ▶ Analyst – Cornell Equity Research
- ▶ Marketing Manager – Techo Bloc
- ▶ Small Business Owners/Entrepreneurs (media, financial services, construction, entertainment, insurance, clothing/retail...)



# ACCOUNTING





# Accounting - ACC (AAS)

- This **occupational degree** is geared towards students intending to enter the workforce after two years.
- This program provides a basic knowledge of essential accounting/bookkeeping practices and procedures, preparing students for a variety of entry-level accounting positions.
- Program graduates gain employment in private and public sector positions, including bookkeeper, junior clerk, assistant auditor, cost accounting clerk, and assistant office manager.



# Irresistible Internships

- Anderson Center for Autism
- Chazen Engineering
- DCC Office of Student Accounts
- Dutchess County Department of Finance
- Eleanor Roosevelt Center at Val-Kill
- Hudson River Housing
- New Horizons Resources
- Rehabilitation Support Services
- TEG Federal Credit Union
- Town of Wappinger



# Dream Destinations

- Recent ACC Graduates have taken jobs with:
  - Central Hudson
  - Children's Home of Poughkeepsie
  - Enterprise Holdings
  - Northwestern Mutual
  - Nuvance Health
  - Prudential
  - Regeneron Pharmaceuticals
  - Sterling National Bank
  - Westchester Medical Center
  - Zulch Tax





# Transfer Targets

- The ACC Program is an occupational program. It is not designed for transfer.
- Students planning to pursue a degree in accounting at a four-year school after completion of studies at DCC are encouraged to enroll in the Business Administration Transfer (BAT) Program.
- However, if a student decides to continue toward a four-year degree in accounting after completing the ACC program, many of the courses already completed will apply toward that degree.





# Bookkeeping - BOK (Certificate)

- This **certificate** is geared toward students intending to enter the workforce after one year, students already working in a related field/position, and/or career-changers.
- This program prepares individuals for entry-level jobs as bookkeeping office employees, with opportunities for advancement to more responsible positions.
- If a student decides to continue toward a two-year degree in accounting (or another Business Department program), many of the courses already completed may be applied toward that degree.



# Mighty Microcredentials

- Microcredentials verify, validate, and attest that specific skills and/or competencies have been achieved. They differ from traditional degrees and certificates in that they are generally offered in shorter or more flexible timespans and tend to be more narrowly focused.
- Microcredentials can be offered online, in the classroom, or via a hybrid of both.
- Any Microcredentials earned at DCC appear on the official DCC transcript, and the student also earns a “Digital Badge” allowing them to share the achievement with potential employers on professional networking sites.



# Basic Bookkeeping - BBK (Microcredential)

- This **microcredential** is geared toward adult and non-traditional learners, including students already working in a related field/position and/or career-changers.
- They will possess entry-level bookkeeping/accounting skills immediately transferable into the workplace. Entry-level jobs in bookkeeping often yield opportunities for advancement to more responsible positions.
- All courses are stackable into the **BOK** certificate, as well as the **ACC** and **BUS** programs.

# Paralegal Degree and Certificate Programs

Department of Business, Aviation, and Construction Professions

# Paralegal Degree Program - PAL (AAS)

- ▶ This occupational program is designed to provide students with knowledge and skills necessary to qualify for entry-level employment as paralegals.
- ▶ In general, paralegals work under the supervision of an attorney performing law-related tasks.
- ▶ These tasks may include drafting legal documents, performing legal research, and interviewing clients and witnesses.
- ▶ Students enrolled in the program complete a combination of legal specialty, business, liberal arts, and elective courses that will prepare them to work in many different law-related environments, including:
  - ▶ Law offices
  - ▶ Banks
  - ▶ Government agencies
  - ▶ Corporations



# Internship Opportunities:

- ▶ PAL students have the option of participating in an internship after completing most of their law-related coursework.
- ▶ Internships typically take place in private law offices, but other internship sites have included:
  - ▶ Dutchess County Supreme Court;
  - ▶ Attorney General's Office;
  - ▶ District Attorney's Office;
  - ▶ Public Defender's Office; and
  - ▶ Legal Services of the Hudson Valley.

# Where are they now? - AAS Graduates:

- ▶ Most AAS graduates either work in private law offices or continue their education by transferring and completing a four-year degree in paralegal studies.
- ▶ Some students plan to go on to law school:
  - ▶ No specific undergraduate major is required for law school, but a paralegal degree will enable a student to master the basic legal research and analysis skills that are required to succeed in law school.
  - ▶ Law school is an additional three years of study (if going full-time) after the completion of a four-year (bachelor's) degree.
  - ▶ The LSAT (Law School Admission Test) is a standardized exam that must be taken in order to apply for law school.

# Transfer Opportunities:

- ▶ Although the PAL program is an occupational program, transfer opportunities do exist to obtain a four-year degree in paralegal studies
- ▶ If you wish to compete in an urban job market such as Westchester, NYC, or Albany, you likely will need a four-year degree
- ▶ There are multiple schools in New York that offer Bachelor's programs in Paralegal/Legal Studies:
  - ▶ SUNY Canton (Canton)
  - ▶ CUNY College of Technology (Brooklyn)
  - ▶ Hilbert College (Hambert)
  - ▶ Hofstra University (Hempstead)
  - ▶ Manhattanville College (Purchase)
  - ▶ Mercy College (Dobbs Ferry)
  - ▶ St. John's University (Jamaica)

# Paralegal Certificate Program (PLL):

- ▶ The PLL program is a concentrated (one-year) certificate program that is designed to provide students with a basic foundation of legal skills and knowledge.
- ▶ This program is not recommended for students who have no legal or educational background; it is mainly intended for individuals who have prior education and work experience and are looking to make a career change.
- ▶ It also can provide the basis for a change in job title and/or a raise for those already working in the field.
- ▶ All courses in the PLL program will fold into the PAL program, so students in the certificate program can easily continue their studies and obtain a paralegal AAS degree.

# Questions?

## Business Administration Transfer & Business Management

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## Paralegal Program

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