This academic plan includes major coursework and recommended general education requirements for transfer. Transfer requirements vary based on institution. Please see a Counselor to develop your personal educational plan and determine appropriate work/life/school balance.
A BUSINESS ADMINISTRATION degree provides students with sufficient understanding of basic concepts, skills, and applications to needed to transfer into a bachelor’s degree in Business Administration. Typical Business Administration concentrations include accounting, management, marketing, finance, human resources, international business, entrepreneurship, risk management, real estate, and information management.

WHERE CAN I WORK?

- Accounting Firm
- Advertising Firm
- Economics
- Education
- Finance & Banking
- Healthcare
- Hotel, Restaurant or Tourism
- Human Resource Management
- Marketing
- Non-profit Organization
- Public Administration
- Retail & Merchandising
- Sports Management
- Supply Chain Logistics

WHAT CAN I DO WITH THIS ASSOCIATE DEGREE?

<table>
<thead>
<tr>
<th>Position Title</th>
<th>CA Annual Openings</th>
<th>CA Median Salary</th>
<th>In Riverside County Wages will Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Clerk</td>
<td>360</td>
<td>$36,550</td>
<td>1 adult</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>23,450</td>
<td>$43,610</td>
<td>1 adult</td>
</tr>
<tr>
<td>Bank Teller</td>
<td>4,500</td>
<td>$33,860</td>
<td>1 adult</td>
</tr>
<tr>
<td>Bill/Account Collector</td>
<td>3,700</td>
<td>$42,960</td>
<td>1 adult</td>
</tr>
<tr>
<td>Customer Service Rep</td>
<td>29,340</td>
<td>$38,930</td>
<td>1 adult</td>
</tr>
<tr>
<td>Hotel/Resort Desk Clerk</td>
<td>4,540</td>
<td>$29,340</td>
<td>1 adult</td>
</tr>
<tr>
<td>Payroll Clerk</td>
<td>2,670</td>
<td>$53,360</td>
<td>1 adult, 1 child</td>
</tr>
</tbody>
</table>

WHAT CAN I DO WITH MORE EDUCATION AND TRAINING?

<table>
<thead>
<tr>
<th>Position Title</th>
<th>CA Annual Openings</th>
<th>CA Median Salary</th>
<th>In Riverside County Wages will Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountants/Auditors</td>
<td>16,640</td>
<td>$75,880</td>
<td>1 adult, 2 children</td>
</tr>
<tr>
<td>Advertising Sales Agent</td>
<td>2,220</td>
<td>$61,190</td>
<td>1 adult, 1 child</td>
</tr>
<tr>
<td>Financial Analysts</td>
<td>3,630</td>
<td>$87,580</td>
<td>1 adult, 3 children</td>
</tr>
<tr>
<td>Human Resource Specialist</td>
<td>6,440</td>
<td>$69,730</td>
<td>1 adult, 2 children</td>
</tr>
<tr>
<td>Insurance Underwriter</td>
<td>570</td>
<td>$75,570</td>
<td>1 adult, 2 children</td>
</tr>
<tr>
<td>Logistics Analysts</td>
<td>1,890</td>
<td>$81,910</td>
<td>1 adult, 2 children</td>
</tr>
<tr>
<td>Market Research Analysts</td>
<td>13,100</td>
<td>$70,620</td>
<td>1 adult 2 children</td>
</tr>
<tr>
<td>Risk Management Analysts</td>
<td>1,520</td>
<td>$87,580</td>
<td>1 adult, 3 children</td>
</tr>
</tbody>
</table>

HOW DO I GET STARTED?

- Visit the CAREER CENTER to learn about opportunities in the field and help determine if it is a good fit for your preferred values, strengths, skills, and interests. CSS 2nd floor.
- Attend annual TRANSFER FAIR and TRANSFER CENTER WORKSHOPS to determine which university is the best fit for you as well as application requirements and transfer process.
- Take courses in desired specialty area (accounting, marketing, economics, finance, etc.).
- JOB SHADOW and NETWORK WITH PROFESSIONALS in positions you wish to obtain.
- Participate in campus clubs to gain TEAMWORK and LEADERSHIP SKILLS.
- Practice interpersonal, small group and public speaking COMMUNICATION SKILLS.
- Learn to solve problems creatively and build conflict resolution skills.
- Develop your COMPUTER SKILLS and use of various software.
- Join PROFESSIONAL ASSOCIATION such as the National Association for Business Economics, Association for Financial Professionals, or the American Marketing Association to network and maintain current knowledge of opportunities in the field.

WHAT SKILLS DO I NEED?

- Speaking — talking to others to convey information effectively.
- Reading Comprehension — understanding written sentences and paragraphs in work related documents.
- Initiative — willingness to take on responsibilities and challenges.
- Social Perceptiveness — being aware of others’ reactions and understanding why they react as they do.
- Judgment and Decision Making — considering the relative costs and benefits of potential actions to choose the most appropriate one.

PREFERRED WORK STYLES INCLUDE:

- Integrity — being honest and ethical.
- Analytical Thinking — analyzing information and using logic to address work-related issues and problems.
- Independence — developing one’s own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- Achievement/Effort — establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
- Attention to Detail — being careful about detail and thorough in completing work tasks.

ESTIMATED COST TO OBTAIN ASSOCIATE DEGREE

- 60 Units x $46 per unit (CA residents) = $2,760
- Books & Supplies = $3,944
- Health, ASNC, Parking Fees (x 4 terms) = $360
- Total Cost = $7,064

For more information about careers, education and training requirements, salary data, and job outlooks visit www.onetonline.org, www.bls.gov or www.labormarketinfo.edd.ca.gov/OccGuides.