

2020-21

BUSINESS ADMINISTRATION

AS-T BUSINESS ADMINISTRATION

Pathways for Transfer

(CSUGE) NAS626 / (IGETC) NAS628

REQUIRED COURSES (24 - 26 semester units) UNITS

ACC-1A	Principles of Accounting I	3
ACC-1B	Principles of Accounting II	3
ECO-7/7H	Principles of Macroeconomics/Honors	3
ECO-8/8H	Principles of Microeconomics/Honors	3
BUS-18A	Business Law I	3
LIST A	Select ONE course from LIST A	3-4
LIST B	Select TWO courses from LIST B	6-7

LIST A: Select ONE course below (3 - 4 units) UNITS

MAT-4	Finite Mathematics	3
MAT-5	Calculus for Business and Life Science	4
MAT-12/12H	Statistics/Honors	4

LIST B: Select TWO courses below (6 - 7 units) UNITS

Any course from List A not used above		
CIS-1A	Introduction to Computer Information Systems	3
BUS-10/10H	Introduction to Business/Honors	3
OR		
BUS-24	Business Communication	3

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.

TERM 1			
CSUSB/CPP		UCR	
COURSE	UNITS	COURSE	UNITS
ENG 1A	4	ENG 1A	4
MAT 5	4	BUS 10	3
POL 1	3	POL 1	3
PSY 33, 9 or GUI 47	3	PSY 33, 8 or 1	3
ART 6 or GAM 2	3	ART 6 or GAM 2	3
Total Units	17	Total Units	16

TERM 2			
COURSE	UNITS	COURSE	UNITS
ENG 1B	4	ENG 1B	4
MAT 12	4	MAT 5	4
COM 1, 6 or 9	3	COM 1, 6 or 9	3
GEG 1/1L	4	GEG 1/1L	4
Total Units	15	Total Units	15

TERM 3			
COURSE	UNITS	COURSE	UNITS
BUS 18A	3	BUS 18A	3
ACC 1A	3	ACC 1A	3
ECO 7	3	ECO 7	3
BUS 24	3	BUS 24	3
MUS 19 or HUM 10	3	MUS 19 or HUM 10	3
Total Units	15	Total Units	15

TERM 4			
COURSE	UNITS	COURSE	UNITS
ACC 1B	3	MAT 12	4
ECO 8	3	ECO 8	3
BIO 10, 19 or ANT 1	3	BIO 10, 19 or ANT 1	3
HIS 6, 7, 14,31 or 34	3	HIS 6, 7, 14,31 or 34	3
CIS 1A	3	CIS 1A	3
Total Units	15	Total Units	16

✓ First Term To-Do List	
	Submit official high school transcripts and AP/IB/CLEP exam scores
	Visit Engagement Center (ST 108)
	Meet with a counselor to personalize your EduNav plan and to determine if you have already met the IGETC foreign language requirement through high school coursework
	Register for ILA-800 each term to receive FREE tutoring

✓ Second Term To-Do List	
	Visit the Career Center (2nd floor of CSS)
	Meet with a Mustang Mentor
	Get involved in ASNC or other student organizations
	Look for internship, research or volunteer opportunities in your field (s) of interest

✓ Third Term To-Do List	
	Meet with a counselor to verify your transfer status
	Attend Transfer Fair , transfer workshops and meet with university reps
	Submit transfer applications (ask about UC TAG)
	Complete FAFSA before march 2nd (include all transfer institutions that you applied to)

✓ Fourth Term To-Do List	
	Submit Degree Applications via WebAdvisor
	Complete transfer application updates
	Finish strong and order final transcripts for your transfer institution along with CSUGE or IGETC certification

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

HOW DO I GET STARTED?

- ⇒ Visit the **CAREER CENTER** to learn about opportunities in the field and help determining 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 CAN I DO WITH THIS ASSOCIATE DEGREE?

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

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.

WHAT CAN I DO WITH MORE EDUCATION AND TRAINING?

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

ESTIMATED COST TO OBTAIN ASSOCIATE DEGREE

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

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.