

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.