The Business Administration Career Associate in Science degree is designed to prepare students for direct workforce entry. This option provides a strong general business background in the fundamental areas of accounting, business computer applications, management, marketing and business law. Additionally, students expand their education by exposure to a wide variety of general elective coursework. Many people currently working in the field of business choose the Business Administration Career degree program in an effort to expand their potential for growth in the business workforce.

This advising guide includes information that will help you to explore your academic and career interests, and determine whether the Business Administration Career Major will support your long-term goals.

Exploring Your Options

Before deciding upon a major, you should take some time to explore your interests and develop your long-term academic, career, and personal goals. Periodically throughout each semester, meet with your advisor so that he/she can guide you through a self exploration process that will help you identify your academic and career interests. A list of activities has been provided below to help you identify your academic and career interests. These activities are for your first year or during your first 30 credits at MCC.

___ During the first few weeks of your first semester at Middlesex, schedule an appointment to meet with your advisor and discuss your future plans and how the Business Administration Career degree can help you to achieve your goals. You and your advisor will work together to build an academic plan in DegreeWorks (an online educational planning tool that can be accessed through MiddleNet (https://middlenet.middlesex.mass.edu) that will include:

- Your major and degree requirements
- A map of the courses you will take each semester
- Your academic, career and personal goals, as well as, plans to achieve them

___ Complete the FOCUS2 online career assessment tool which is located on our website at www.middlesex.mass.edu/careerservices/FOCUS2.htm. After completing FOCUS2, schedule a meeting to discuss your results with a career counselor. Call 1-800-818-3434 or visit the Academic, Career and Transfer Centers in Lowell and Bedford to schedule your career counseling appointment.

___ Review the career biographies which are located on the career services website at: www.middlesex.mass.edu/careerservices/bios.asp

___ Mid-Semester; schedule an appointment with your advisor to review your academic progress. Also, use this time to discuss your progress toward meeting your academic and career goals.

___ Before the semester ends, schedule an appointment to meet with your advisor to discuss the classes you will take the following semester. (Early November to plan for Spring Classes, Early April to plan Fall and Summer classes)
Think about whether you have the following personality traits and abilities that business people must possess:

- **Ability to work with people**
  Do you have a calm attitude and a pleasant smile on your face when interact with co-workers and the public?

- **Ability to pay attention to detail**
  Are you able to follow through on tasks that may require several steps?

- **Ability to work under pressure**
  Can you meet deadlines, handle customer concerns in a busy office?

- **Ability to act honestly**
  Are you able to act ethically with co-workers and the general public?

- **Ability to stay organized and prioritize tasks**
  Are you able to prioritize tasks and stay focused?

- **Ability to multi-task**
  Can you handle several tasks and switch from one to another easily?

- **Ability to work as part of a team**
  Can you communicate effectively with co-workers to get tasks accomplished?

- **Ability to take on responsibility**
  Can you take initiative and complete tasks on time?

- **Ability to communicate**
  Can you communicate with co-workers and the public; speaking and writing?

- **Ability to persevere when you run into road blocks**
  Are you able to stay on task even when you hit a road block?

- **Ability to keep learning**
  Do you have a desire to continue to learn on the job and in college?

- **Ability to appear confident**
  Are you able to think on your feet quickly?

- **Ability to use various computer software programs to complete tasks**
  Are you comfortable learning new technologies?

- **Ability to see the job as more than a job but as a set of responsibilities**
  Do you want to advance your career in the business industry?

**If you possess some of the traits listed above, go on and complete the self exploration activity below.**

**Business Administration Transfer Self-Exploration Activity**

**Personality Questions:**
1. When I complete a project, I reach out to find additional work and new projects. ___Yes ___No
2. I only like situations where I have complete control. ___Yes ___No
3. I prefer to work alone. ___Yes ___No
4. I enjoy helping people. ___Yes ___No
5. I usually complete my school work on time. ___Yes ___No
6. I almost never meet deadlines. ___Yes ___No
7. I am able to communicate effectively while either speaking or writing. ___Yes ___No

Sponsored by the Title III grant: Strategies for Success: Increasing Achievement, Persistence, Retention and Engagement, 2008-2013.
Strategies for Success
Advising Guide: Business Administration Career Major

8. When I complete my associate's degree, I will not be pursuing any formal education or training. ___Yes ___No
9. I like to be a leader when working with others. ___Yes ___No
10. I enjoy competition. ___Yes ___No

Give yourself one point each, if you answered YES to question #1, 4, 5, 7, 9, 10 and No to #2, 3, 6, 8.
- If you scored 7-10 Points - A major in Business is a good choice for you.
- If you scored 5-6 Points - Perhaps a major in Business is a good choice, but you should also consider other options.
- If you scored below 5 Points - Reconsider your career choice in Business.

Business Administration Career Program Outcomes

Graduates of the program are prepared to:
- Demonstrate knowledge of the practice of business, including management, marketing and accounting, and the applications of these topics in the business environment;
- Think critically, articulate and explain various business concepts and apply these concepts to solve common business problems;
- Communicate effectively using written, oral and nonverbal techniques, including the use of technology in the gathering and presentation of information;
- Recognize the presence of various cultures and have a global perspective when analyzing and planning in business;
- Demonstrate their knowledge of ethics and social responsibility, and how business integrates this into their ongoing operations.
- AND-
- Use knowledge acquired at MCC as a foundation for continued study and/or practical application;
- Interpret and analyze information in order to engage in critical thinking and problem solving;
- Communicate, use information, and employ technology effectively;
- Communicate an understanding of the world from a global perspective;
- Demonstrate social responsibility within the college community;
- Demonstrate the capacity for on-going personal and professional development

Advising Notes

Internships in the Business Industry:
Consider choosing BUS 214, Cooperative Field Experience (Co-Op) as one of your business elective courses. Co-Ops provide students with the opportunity to apply classroom learning and strengthen interpersonal and technical skills in a work experience related to their field of study. A Co-Op can provide you with greater insights into the business world.

The Career Path

Upon completion of the Business Career Associate of Science degree, students are prepared to pursue many different business careers in a variety of industries, including manufacturing, marketing and sales, distribution, and service organizations. Graduates can begin careers as management assistants or trainees in a broad array of industries, including banking, insurance, manufacturing and investments.
Strategies for Success
Advising Guide: Business Administration Career Major

Career Planning Activities:
___ Work with your advisor to create a Career Plan. As a student who is on the Career Path, your focus should be on building your skill-set and marketing yourself for a job.
___ Work with an MCC career counselor who can help you create a resume and cover letter. Consider looking for an internship to enhance your skills and establish some work experience. Call 1-800-818-3434 or visit the Academic, Career and Transfer Centers in Lowell and Bedford to schedule your career counseling appointment.
___ Continue to work with an MCC career counselor who can help you with interview skills and job search techniques. Schedule an appointment with your advisor to follow up on your career plan.

The Transfer Path

While our Business Administration-Transfer major is designed specifically for students wishing to transfer to a bachelor degree program, graduates of the Business Administration Career major can transfer; however, colleges will evaluate transcripts on a course-by-course basis. In addition, this degree does not qualify for the MassTransfer program.

If desiring to transfer, determine which colleges offer Business Administration programs that include various majors under that “umbrella” such as marketing, management, human resources, etc.
___ Work with your advisor to create a Transfer Plan. Identifying and applying to a Bachelor's Degree program will be your focus. You’ll need to research academic programs of interests, colleges that offer these programs and be aware of deadlines for admissions, financial aid, and housing deposits (if you are interested on living on campus). The transfer process can be complex. Your advisor and transfer counselor can help you with this process.
___ Schedule an appointment to meet with an advisor to learn about the transfer programs that are available to you as an MCC student, such as MassTransfer, transfer/articulation agreements with other colleges, and other programs. Also, ask about the Common Application and the benefits of using this form. Call 1-800-818-3434 or visit the Academic, Career, and Transfer Centers in Lowell or Bedford to schedule your transfer counseling appointment.
___ If the transfer institution that you are applying to requires that you write a personal statement, make an appointment with a tutor in the writing center to help you edit and review your essay. Remember the personal statement reflects who you are as a student and is also a sample of your writing ability.
___ Look for transfer scholarships that may be available. Consider applying to the MCC Foundation Scholarships. The deadlines for these MCC scholarships are typically at the end of the fall semester.

MCC Advising Resources:
- Career Services: www.middlesex.mass.edu/careerservices
- Transfer Services: www.middlesex.mass.edu/transfer
- MassTransfer: www.mass.edu/masstransfer
- Financial Aid: /www.middlesex.mass.edu/financialaid
- Foundation Scholarships: www.middlesex.mass.edu/foundation/scholarships
- College Board Match Maker: http://collegesearch.collegeboard.com/search/adv_typeschool.jsp

Sponsored by the Title III grant: Strategies for Success: Increasing Achievement, Persistence, Retention and Engagement, 2008-2013.