



Strategies for Success Advising Guide:

Business Administration Transfer Major



The **Business Administration Transfer Associate in Science** degree program is designed to prepare students for transfer to bachelor's degree programs in business. Students may pursue various careers in business in a wide variety of industries. This option gives students a solid foundation in introductory business, accounting, management, marketing, finance or management information systems as well as a broad general education core curriculum.

For students who do not plan to transfer immediately to a bachelor's degree program, the **Business Administration Transfer** associate degree provides students with the necessary business skills for an entry level position in today's workforce.

This advising guide includes information that will help you to explore your academic and career interests and determine whether the **Business Administration Transfer 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 Transfer 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)



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Is Business Administration Transfer Major the Right Fit for Me?

■ **Are you a strong communicator who is good at leading, organizing, and working with a team?**

Employers look for good communication and supervisory skills. You must effectively communicate with supervisors, subordinates and colleagues. You must also be able to prepare oral and written reports that convey information accurately and successfully. You will need to use a wide range of media, including email, text messages, phone, Facebook, Twitter, etc.

Interpersonal skills such as listening, negotiating, persuading, and presenting are also important. You should be sensitive to the needs of others and to diverse peoples and cultures. Much of the work in business is done in teams. In order to excel at teamwork, and work well under sometimes sustained pressure ask yourself, "How well do you handle difficult situations and conflict?"

■ **Are you skilled at working on a computer?**

Spreadsheet skills, in particular, are critical for tasks that involve quantitative work in the business arena. Excellent word processing skills and in using presentation graphics, and web browser tools are crucial. A good understanding of computer housekeeping tasks (folder and file management, virus protection, etc.) are also important.

■ **Do you enjoy solving challenging math problems and working with numbers?**

Running a business is about numbers. If they don't add up, there won't be much of a business. Basic things like cash flow and inventory require simple arithmetic. Complex decisions concerning investments and profitability use higher math skills. Good math skills include accuracy and correct answers. Just as important is the ability to interpret that data to make good decisions.

Business Administration Transfer Self-Exploration Activity:

Below are some of the traits attributed to different disciplines within business. You don't have to possess all of these to be successful, but the more of them you have, the more likely it is a good fit for you.

As you consider a career in business, examine some of your personal qualities and abilities. Do you have the desire and discipline to develop the skills it takes to join the world of business? Please review the business options and corresponding items below. Checking off the items that are of interest to will help you to determine which areas of business are right for you.

Accounting:

- Accountants and auditors assemble, analyze, and check the accuracy of financial information
- Prefer jobs where you can work with little supervision.
- Prefer doing a variety of tasks, working alone, or being busy all the time.
- Like work activities that follow set procedures, routines, and standards.
- Use math skills to solve problems
- Work with data and detail
- Have good analytical and math skills

Finance:

- Take care of the budgets and investments for companies.
- Track and analyze information, write reports, and communicate with coworkers using computers.
- Analyze ideas and use logic to determine their strengths and weaknesses
- Choose a mathematical method or formula to solve problems
- Decide how to spend money to get the work done and keep track of how the money was used.
- Quickly and accurately compare numbers and patterns
- Judge the costs and benefits of a possible action

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Hospitality:

- Work with the public
- Communicate with supervisors, peers, or subordinates
- Organize, plan, and prioritize work
- Schedule work and activities
- Use computers
- Notice when something is wrong or is likely to go wrong
- Are aware of others' reactions and change behavior in relation to them
- Determine the causes of technical problems and find solutions for them
- Consider achievement important
- Consider independence important

Human Resources:

- Establish and maintain relationships
- Resolve conflicts and negotiate with others
- Provide advice and consultation to others
- Explain the meaning of information to others
- Judge the value of objects, services, or people
- Develop goals and strategies
- Persuade others to approach things differently
- Shift between two or more activities or sources of information without becoming confused motivate, develop, and direct people as they work
- Like work activities that follow set procedures, routines, and standards
- Like to work with data and detail
- Prefer working where there is a clear line of authority to follow

Management:

- Like reading business reports & examining financial statements
- Analyze information and develop solutions
- Express ideas clearly when speaking or writing
- Develops rules or follows guidelines for arranging items
- Thinks of new ideas or original and creative ways to solve problems
- Use math and science skills to solve problems
- Determine the causes of technical problems and find solutions for them
- Consider achievement important
- Consider recognition important
- Consider relationships important
- Coordinate the work and activities of others
- Like work activities that have to do with ideas and thinking
- Uses computers

Marketing:

- Develops marketing plans to sell products or services
- Stays up to date on trends and pop culture
- Thinks creatively

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- Develops and build teams
- Uses computers
- Analyze data or information
- Express ideas clearly when speaking or writing
- Likes to get a feeling of accomplishment from their work
- Consider independence important
- Likes to work in jobs which have opportunities for them to advance, be recognized for their work, and direct and instruct others
- Likes to lead and persuade others, make decisions, and take risks for profit

Non-Profit Organizations:

- Strong interest in the issues related to the mission of the nonprofit organization.
- Excellent oral and written communication skills.
- Motivate, train, and supervise others.
- Ability to work creatively with limited human and financial resources
- Analyze needs and requirements when designing projects
- Solve problems by bringing others together to discuss differences
- Looks for ways to help people
- See attributes for both management & marketing

Public Administration:

See attributes for both management, marketing & non-profit organizations

Public Relations:

- Write press releases and plan events and news conferences
- Regularly interact with people, establish and maintain relationships
- Have good writing and organization skills
- Work with the public
- Judge the value of objects, services or people
- Develop and build teams
- Develop goals and strategies

Retail:

See attributes for management, marketing, human resources

Sales:

See attributes for marketing

- Enjoys reviewing and analyzing information
- Feels comfortable talking with a person one on one and as well as groups
- Able to tell what a person might be thinking or feeling
- Good communication and persuasion skills

Business Administration Transfer Program Outcomes

Graduates of the program are prepared to:

- Demonstrate knowledge of the practice of management, marketing and accounting, and the applications of these topics in the business environment;



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- Transfer to a business administration bachelor's degree program;
- Communicate effectively using written, oral and nonverbal techniques, including the use of technology in the gathering and presentation of information;
- Use critical thinking skills to appraise and evaluate business practices, including the use of quantitative and qualitative techniques;
- Recognize the presence of various cultures in the business world and comprehend the need to have a global perspective when analyzing and planning in a business environment;
- Demonstrate their knowledge of the concept of ethics and social responsibility and if/how business integrates this into their ongoing operations;
- Comprehend the rapid change taking place in the business environment and demonstrate an ability to engage in ongoing professional development.

-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

The Career Path

There are many and varied options to consider within the business world. Below are some of the more common ones:

- **Accounting:** Budget Analysis, Compliance, Tax Planning, Public, Corporate
- **Finance/Management:** Banking Investment, Banking Insurance, Corporate and Financial
- **Hospitality:** Catering, Hotel Administration, Tourism, Travel Agent
- **Human Resources:** Administration, Benefits and Compensation Compliance Operations, Development, Recruiting, Training and Development
- **Management/Chain:** Finance, Human Resources, Information Technology, Marketing, Supply Chain
- **Marketing/Purchasing:** Customer Relations, Procurement Research, Product Management,
- **Non-Profit Organizations:** Administration, Case/Project Management, Community Organizing
- **Public Administration:** Administration, Finance, Human Resources, Policy Analyst
- **Public Relations:** Event Planning, Journalism, Media Planning, News Analysis
- **Retail:** Inventory Control, Logistics, Management, Merchandising, Sales Planning, Finance, Human Resources, Supply Chain, Enterprise Issues, (Sustainability, Privacy), Asset Protection,
- **Sales:** Healthcare, Insurance, Pharmaceuticals

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.



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The Transfer Path

The transfer degree provides a solid foundation for students planning to continue their studies for a baccalaureate degree and beyond. Students obtain relevant, practical and transferable courses in accountancy, finance, marketing, management as well as liberal arts. Students should check the requirements of the transfer institution and meet with transfer, career and academic counselors at MCC for specific program planning. This program qualifies for *MassTransfer*, which guarantees credit transfer to Massachusetts state universities and the University of Massachusetts. Academic advisors and transfer counselors work closely with students to plan course selections in accordance with their intended bachelor's degree major and transfer institution.

Below are the schools that are linked to the Business Administration Transfer Program through MassTransfer:

Bridgewater State University	Fitchburg State University	Framingham State University
Salem State University	Westfield State University	Worcester State University
UMass Amherst	UMass Boston	UMass Dartmouth
UMass Lowell	Massachusetts College of Art	

There are many other private schools that you can consider both locally and across the country. Some local schools are Babson, Bentley, Bryant, Boston University, Clark University, Curry College, Boston College, Northeastern University, and Suffolk University.

Transfer Planning Activities:

- ___ 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.
- ___ If possible, plan to go on college visits. Every college looks good online or in a glossy photo, but you can get a better feel for the school when you visit. Your transfer counselor can help you prepare to get the most from this visit.

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](http://www.middlesex.mass.edu/financialaid)
- Foundation Scholarships: www.middlesex.mass.edu/foundation/scholarships
- College Board Match Maker: http://collegesearch.collegeboard.com/search/adv_typeofschool.jsp