

Riverside City College

Business Administration

Associate Degree for Transfer (ADT)

The Business Administration program prepares students to apply business principles and techniques in various career settings (domestic, international, electronic, etc.) in order to gain perspective on business situations affecting personal and working lives. Students will learn about buying, selling, and production of goods and services; understanding business organization; general management; employee motivation strategies; and basic accounting principles as well as economic and marketing principles. Completion of the Business Administration: Associate Degree for Transfer (ADT) will prepare you to meet minimum lower division admission requirements (60 transferable units) for transfer to a California State University (CSU) and University of California (UC). Transfer to the UC may require additional coursework, please meet with your counselor. The Business Administration program map below includes all of your major coursework and recommended general education courses by term that is needed to fulfill your degree and transfer requirements.

Business Administration- ADT (CSU/UC)		
Term 1	0-15 units	Units
	Communication Studies 1 or 1H (General Education: CSU Area A1 or IGETC Area 1C)	3
	Math 12 or 12H or 5 (General Education: CSU Area B4 or IGETC Area 2)	4
	Business 10 or 10H	3
	Computer Information Systems 1A	3
	Interession (Winter or Summer Term)	Units
	Art 6 or Music 19 or Theatre Arts 3 (General Education: CSU Area C1 or IGETC Area 3A)	3
Term 2	16-30 units	Units
	English 1A/1AH (General Education: CSU Area A2 or IGETC Area 1A)	4
	Political Science 1/1H (General Education: CSU Area D/US 2 or IGETC Area 4)	3
	Accounting 1A	3
	Communication Studies 12 (General Education: CSU Area D or IGETC Area 4)	3
	Interession (Winter or Summer term)	Units
	Kinesiology 35 or 36 (CSU General Education: Area E) Or IGETC Area 3B for UC transfer	3
Term 3	31-45 units	Units
	Economics 7/7H or 8/8H (General Education: CSU Area D or IGETC Area 4)	3
	Geography 1/1H and 1/L (General Education: CSU Area B1 or IGETC Area 5A)	4
	Accounting 1B	3
	English 1B/1BH (General Education: CSU Area A3 or IGETC Area 1B)	4
	Interession (Winter or Summer term)	Units
	Business 18A	3
Term 4	45-60+ units	Units
	Economics 7/7H or 8/8H (General Education: CSU Area D or IGETC Area 4)	3
	Anthropology 1 or 1H (General Education: CSU Area B2 or IGETC Area 5B)	3
	*Spanish 1 or Japanese 1 or Chinese 1 or Philosophy 12 (GE: CSU Area C2 or IGETC LOTE)	3-5
	*LOTE can be met with 2 years of the same language in high school (Grade C or better)	
	History 6/6H or 7/7H (General Education: CSU Area C2/US 1 or IGETC AREA 3B)	3

BUSINESS ADMINISTRATION COURSE ROTATION			
Fall Semester	Winter Interession	Spring Semester	Summer Interession
ACC 1A	ACC 1A	ACC 1A	ACC 1A
ACC 1B	ACC 1B	ACC 1B	ACC 1B
BUS 10	BUS 10	BUS 10	BUS 10
BUS 18A	BUS 18A	BUS 18A	BUS 18A
CIS 1A	CIS 1A	CIS 1A	CIS 1A
ECO 7	ECO 7	ECO 7	ECO 7
ECO 8	ECO 8	ECO 8	ECO 8

Milestones
<p>Milestones are courses, co-curricular activities and recommendations from your Student Success Team that will keep you on track towards completion of your degree.</p> <p>Check off your milestones as you complete them.</p> <p>Business Administration Degree Completion Milestones</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete English 1A (transfer-level English) <input type="checkbox"/> Complete Mat 12 or 5 (transfer-level math) <input type="checkbox"/> Complete Entry Level Business Course <input type="checkbox"/> Apply to Universities (CSU/UC application period Oct 1-Nov 30) <input type="checkbox"/> Apply for ADT degree by beginning of spring term before transfer <input type="checkbox"/> Complete RCC Graduation application (during your last term) <p>Student Success Team Milestones</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meet with your Counselor to Complete your Comprehensive Student Education Plan (SEP) <input type="checkbox"/> Complete FAFSA (Oct 1st- Mar 2nd for priority) <input type="checkbox"/> Meet with Faculty Advisor for career opportunities <input type="checkbox"/> Meet with your Counselor to update SEP (every semester) <input type="checkbox"/> Meet with your Counselor for pre-graduation check <p>Co-Curricular Activity Milestones</p> <ul style="list-style-type: none"> <input type="checkbox"/> Research Potential Clubs on Campus <input type="checkbox"/> Participate in tutoring, student success workshops or supplemental instruction <input type="checkbox"/> Visit the Career Center for Internship opportunities <input type="checkbox"/> Research transfer institutions <input type="checkbox"/> Attend Transfer workshops and Transfer Fair <input type="checkbox"/> Participate in an internship/ job shadowing <input type="checkbox"/> Participate in a research activity (meet with Faculty Advisor)

For alternative **CSU/UC General Education** options refer to the back of this page or in the RCC Catalog, under **Requirements for College Transfer**, page 79.
RCC Catalog website link:
<https://www.rcc.edu/departments/Pages/College-Catalog.aspx>

Enrollment status will impact the completion time for your degree and/or transfer. Full Time students are recommended to take between 12-15units per term. Part Time students are encouraged to take between 6-9 units per term (meet with a counselor to determine appropriate work/life/school balance). Program completion is dependent on your schedule availability and when courses are offered.

ALTERNATIVE CSU GENERAL EDUCATION OPTIONS FOR BUSINESS ADMINISTRATION (ADT)

RIVERSIDE CITY COLLEGE
California State University General Education Requirements
2018-2019

The courses listed below will fulfill the lower division general education requirements for all CSU campuses.

- A. English Language Communication and Critical Thinking (minimum 9 semester or 12 quarter units) **** Must be completed prior to transfer!**
Select one course from each group. *Grades of 'C' or better are required.*
- A1. Oral Communication:** Communication Studies 1 or 1H,6,9 or 9H ****
- A2. Written Communication:** English 1A/1AH ****
- A3. Critical Thinking:** Communication Studies 2,3; English 1B or 1BH; Philosophy 11,32; Reading 4 ****
- B. Scientific Inquiry and Quantitative Reasoning (minimum 9 semester or 12 quarter units) **** Must be completed prior to transfer! Select one course from groups 1, 2 and 4.**
At least one of the science courses must have a lab – see underlined courses.
- B1. Physical Science:** Astronomy 1A,1B; Geography 1 or 1H,1/1L or 1H/1L, 5; Geology 1,1/1L,1B,2,3; Oceanography 1,1/1L; Physical Science 1,5; Physics 10,10/11
- B2. Life Science:** Anthropology 1 or 1H,1L; Biology 1/1H,5,6,7,8,9,10,14, 14/15, 18(formerly BIO 34),19 (formerly BIO 36),20,45 (formerly AMY 10), Psychology 2;
- B3. Laboratory Activity:** This requirement may be met by completion of any lab course listed above in areas B-1 or B-2.
All underlined courses will meet this requirement.
- B4. Mathematics/Quantitative Reasoning** (grade of 'C' or better is required): Math 1A,5,12 or 12H,25, Psychology/Sociology 48****
- C. Arts and Humanities (minimum 9 semester or 12 quarter units) Select three courses, with at least one course from "Arts" and one course from "Humanities":**
- C1. Arts:** Art 1,2 or 2H, 6; Communication Studies 11; Dance 6 or 6H; Film Studies 1 or 1H,2,3,4,5; Film, Television and Video 65; Music 19, 89 or 89H; Theater Arts 3
- C2. Humanities:** American Sign Language 1; Arabic 1; Chinese 1,11; English 6,7,40,41,44,45,48; Film Studies 5,7,8; Film, Television and Video 12; French 1, 8,11; German 1,11; History 1,2 or 2H,6 or 6H,7 or 7H,14,15,31, 34; Humanities 16; Italian 1,11; Japanese 1,11; Korean 1,11; Latin 1; Philosophy 10 or 10H,12; Portuguese 1; Russian 1,11; Spanish 1 or 1H,3N,11
- D. Social Sciences (minimum 9 semester or 12 quarter units) Select three courses from at least two disciplines:**
Anthropology 2 or 2H; Communication Studies 9 or 9H,12; Early Childhood Studies 20,42; Economics 4, 7 or 7H, 8 or 8H, 9 or 9H, 10; Journalism 7; Political Science 1 or 1H; Psychology 1 or 1H,8,9,33,35,50; Sociology 1 or 1H,2,3,10,12,15,20,25,50
- E. Lifelong Learning and Self-Development (minimum 3 semester or 4 quarter units)**
Biology 35 (same as HES1); Early Childhood Studies 20,42; Guidance 47,48; Health Science 1; Kinesiology 4, 35, 36; Psychology 9,33; Sociology 12
Activity courses - Only 1 unit of activity coursework may be applied towards area E. Students may complete GUI-48 combined with 1 unit from the approved activity courses listed below in order to fulfill the 3 units required in area E. Military veterans who submit DD214 will be awarded 3 units towards Area E certification.

CAREER & TRANSFER INFORMATION FOR BUSINESS ADMINISTRATION MAJORS

Careers and National Median Salaries for Business Administration Majors

Appraiser/Assessor of Real Estate*	\$54, 010
Accountant	\$69,350
Educator*	\$76, 000
Business/Management Analyst	\$82,450
Financial Analyst*	\$84, 300
Healthcare Administrator*	\$98,350
Actuary*	\$101,560
Human Resources Manager*	\$110,120

(*career may require a bachelor or master degree)

Salary and Career Information may vary based upon source and year. For updated Career and Salary information, contact the Career Center, located in the Charles A. Kane building, second floor.

Transfer Information for Business Administration Majors

CSU San Bernardino and UC Riverside have fascinating Business Programs with different concentrations in Accounting, Entrepreneurship, Finance, Information Systems and Technology, Management, Human Resources, International Business, Marketing, and more! According to the U.S. News & World Report, UCR School of Business is ranked within the top 100 Business Schools nationwide and labeled the MOST DIVERSE!

Contact your STUDENT SUCCESS TEAM!

Career and Technical Education- Engagement Center
Tech A Building, Room 121
951-222-8624

Counseling Department
Charles A. Kane building, second floor
951-222-8440

The Riverside Community College District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies or practices: District Compliance Officer, 3801 Market Street, Riverside, CA 92501, (951) 222-8039.