

## Your Pathway to Success!

Achieving your goal begins with a first step. This Business Administration Student Pathway Progress Worksheet has been designed to guide your progress along the pathway to your success. You can earn an associate degree or certificate of achievement by following the course sequence outlined here. The worksheet also will help you determine how long it will take you to complete your degree or certificate.

**For more information contact us at 415.457.8811 x 7610, or visit [www.marin.edu](http://www.marin.edu).**

## Program

CERTIFICATE/DEGREE	CERTIFICATE PROGRAM LENGTH	TUITION & FEES (ESTIMATED)	BOOKS & SUPPLIES (ESTIMATED)
Business Administration Certificate of Achievement	2 semesters, 25 units	\$1,189.00	\$1,692.25

## Projected Class Rotation

SEMESTER	TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
FALL	Morning	BUS 101, BUS 112, CIS 110, CIS 171, ECON 101, MATH 115,	BUS 101, BUS 107, BUS 112, CIS 110, ECON 101, MATH 115	BUS 101, BUS 112, CIS 110, CIS 171, ECON 101, MATH 115,	BUS 101, BUS 112, CIS 110, ECON 101, MATH 115		BUS 112, MATH 115
	Afternoon	BUS 101, BUS 124, ECON 102, STAT 115	BUS 113, ECON 102, MATH 115	BUS 101, BUS 124, ECON 102, STAT 115	BUS 113, ECON 102, MATH 115		
	Evening	BUS 101, BUS 112, MATH 115,	BUS 121, CIS 171, ECON 101,	BUS 112, ECON 102, MATH 115	BUS 107, BUS 150, CIS 110, CIS 171,		
	On-line	BUS 144, MATH 115					
SPRING	Morning	BUS 101, BUS 112, CIS 110, CIS 171, ECON 101, STAT 115	BUS 101, BUS 107, BUS 112, CIS 110, ECON 101, MATH 115	BUS 101, BUS 112, CIS 110, CIS 171, ECON 101, STAT 115	BUS 101, BUS 107, BUS 112, CIS 110, ECON 101, MATH 115		BUS 112, MATH 115
	Afternoon	BUS 101, BUS 124, ECON 102, MATH 115	BUS 113, ECON 102, MATH 115	BUS 101, BUS 124, ECON 102, MATH 115	BUS 113, ECON 102, MATH 115		
	Evening	BUS 101, BUS 112, MATH 115	BUS 113, BUS 115, BUS 121, ECON 102, CIS 171, MATH 115,	BUS 112, ECON 101, MATH 115	BUS 107, BUS 113, BUS 115, BUS 150, CIS 173, MATH 115,		
	On Line	BUS 144, MATH 115					
SUMMER	Morning	BUS 112	BUS 112, ECON 101, MATH 115	BUS 112, ECON 101, MATH 115	BUS 112, ECON 101, MATH 115		
	On line	BUS 144					

## Industry Information and Figures

Data sourced from the State of California Employment Development Department's website: [www.labormarketinfo.edd.ca.gov/OccGuides/](http://www.labormarketinfo.edd.ca.gov/OccGuides/)

**Job Descriptions:** Accountants prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.

**Bookkeepers** Compute, classify, and record numerical data to keep financial records complete. Perform routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings recorded by others.

**Survey Interviewers** Interview persons by telephone, mail, in person, or by other means for the purpose of completing forms, applications, or questionnaires. Surveyors ask specific questions, record answers, and assist persons with completing survey.

**Business Management Analysts** conduct organizational studies and evaluations, design systems and procedures, conduct work simplifications and measurement studies, and prepare operations and procedures manuals to assist management in operating efficiently.

### Wage and Job Outlook:

JOB TITLE	MEAN WAGE IN CALIFORNIA 2014	PROJECTED JOBS IN FIELD BY 2022	ANNUAL AVERAGE OPENINGS
Accountant	\$37.50	177,500	7,060
Bookkeeping, accounting & auditing clerk	\$20.40	208,800	4,310
Survey Interviewer	\$18.97	24,000	660
Business Management Analyst	\$45.42	125,300	4,490

## Pathway Progress. Requirements as Listed in the COM Catalog 2014-2015.

CLASS TITLE	COURSE #	SEMESTER OFFERED	DATE COMPLETED	UNITS	CERTIFICATE OF ACHIEVEMENT IN BUSINESS ADMINISTRATION
Introduction to Business	BUS 101	F/S		3.0	
Business Law	BUS 107	F/S		3.0	
Financial Accounting	BUS 112	F/S/X		4.0	
Managerial Accounting	BUS 113	F/S		5.0	
Entrepreneurship	BUS 121	F/S		3.0	
Marketing	BUS 124	F/S		3.0	
Business Communication	BUS 144	F/S		3.0	
Management and Supervision	BUS 150	F/S		3.0	
Introduction to Computer Information Systems	CIS 110	F/S/X		3.0	
Applied Spreadsheet Design	CIS 171	F/S		3.0	
Applied Presentations and Publication	CIS 173	F/S		3.0	
Principles in Macroeconomics	ECON 101	F/S/X		3.0	
Principles in Microeconomics	ECON 102	F/S		3.0	
Calculus with Applications or	MATH 121	F/S		3.0	
Introduction to Statistics or	STAT 115	F/S		4.0	
Probability and Statistics	MATH 115	F/S		4.0	
9 Elective Units	BUS 107, BUS 121, BUS 124, CIS 171, CIS 173, ECON 101, ECON 102, STAT 115, MATH 115			9	
<b>Units Completed</b>					
<b>Units Required</b>					<b>25</b>
<b>Date Awarded</b>					

■ UNITS REQUIRED ■ PREREQUISITE SEMESTER KEY: F = FALL, S = SPRING, X = SUMMER

Updated annually