



**THE FIRST 15**



**THE NEXT 30**



**THE LAST MILE**



# PATHWAY TO PROMISE



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## Advisor Responsibilities

- My goal is to make sure you understand all you need to know about your degree requirements at Valencia College.
- I will provide a safe space for you to discuss your concerns and I will listen, be present, respectful, and genuine.
- Our resources are endless! I will always point you in the right direction if you connect with me.
- I will help you with your questions about colleges and universities you are thinking about transferring to and what it takes to get there.
- Helping you find a major and a career that is right for you is my goal. I will provide you with information and support you along the way.
- This is your journey, but you are not alone! I will help you select your courses, understand your prerequisites, create your plans and set goals.

## Student Responsibilities

- I will connect with my **advisor** every semester.
- When I schedule an appointment, I will start thinking about what I want to talk about.
- I will bring my “note-taking tools” with me to my appointments (e.g., phones, tablets, or good old paper and pen).
- We will be going over important information, so I will keep all of it handy and refer to it often.
- If my advisor refers me to any resources, I will be sure to follow through and I will stay in touch.
- I will take responsibility, know the deadlines, ask questions, stay on track and be the one to know what to do.



# Let's Get Down to Business

The A.S. Business Administration specializations degree can only transfer into certain bachelor programs at Florida colleges. The A.S. Business Administration degree does not transfer into all schools. If you are interested in completing a bachelor's degree, connect with that college first to ensure the A.S. Business Administration program will be able to transfer. The A.S. Business Administration specializations **do not transfer** to UCF or other Florida state universities.

## **Valencia College's Bachelor of Applied Science in Business and Organizational Leadership (BASBOL)**

The completion of your A.S. degree can transfer into the **Bachelor of Applied Science in Business and Organizational Leadership** (BASBOL) program at Valencia College. This program prepares students for supervisory and management roles in the field of business. This degree will provide the essential skills necessary for developing an effective business plan and hands-on experience using the latest best practices in the industry.

### **BASBOL Frequently Asked Questions and Additional Information**

If you plan to transfer into a bachelor's program that does not accept the A.S. Business Administration degree, you can complete a Change of Program/Major form in **Atlas**. You can add the Associate in Arts (A.A.) degree as a secondary program to the A.S. Business Administration program or change it to your primary program.

Change of Program/Major Form Instructions:

1. Log into **Atlas**
2. Click on Students on the left hand side
3. Click the drop-down menu under Admissions & Records
4. Click "Change of Program/Major form"
5. Select "Change or Add/Remove Primary Program or Study/Major or Secondary Program of Study/Major"
6. If changing primary program: Click "Change Primary Program"
7. If adding secondary program: Click "Add Secondary Program"
8. Select catalog year, primary program and primary major
9. Check the box to electronically sign and then submit

# Your Checklist

## 0-12 Credit Hour Checklist

- Check your **Atlas** email daily. ∞
- Check if your meta-major matches your career of interest and change it if necessary.∞
- Learn about the resources available to you, such as the Learning Support Center, Tutoring, Counseling, Career Advising and Atlas. For more information and locations, go to the **Student Services page** on the Valencia College website.
- Explore and research your career interests by visiting the **Career Center website** or connecting with a career advisor.
- Discuss career credentials with your career program advisor, if applicable (e.g. award of credit, industry certification requirements, etc.).
- Run your **degree audit** and use your **catalog** to help you choose the right classes each term. For assistance, connect with your **advisor**. ∞
- Begin to explore or verify **technical certificate** programs.
- Check Important Dates & Deadlines by visiting the **Academic Calendar** on the Valencia College website. ∞
- Apply for scholarships by visiting the **Financial Aid Services** website. ∞
- Get Involved** on campus by joining student clubs and organizations, attending campus **events** and participating in health and wellness activities. ∞
- Visit the **Career Center website** to learn how to create your resume and connect with a career advisor for feedback.
- For the Human Resource Management Specialization & Technical Certificates, be sure to start the sequence with the **MAN 2300** Introduction to Human Resource Management course

∞ This symbol represents actions that you should take at every credit hour benchmark.

## 12-30 Credit Hour Checklist

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- Check your **Atlas** email daily. ∞
  
- Confirm that your meta-major matches your career of interest and change it if necessary. ∞
  
- Explore and research your career interests by considering volunteering, employment, internships, job shadowing and service learning.
  
- Visit the **Internship and Workforce Office** to inquire about internship requirements and opportunities. Consider volunteering, service learning or relevant employment in your field of interest.
  
- Research bachelor program at Valencia and other State colleges, if applicable. Remember to review admissions requirements to ensure you are in the right program.
  
- Run your **degree audit** and use your catalog to help you choose the right classes. For assistance, connect with your **advisor**. ∞
  
- Verify **technical certificate** completion if applicable. ∞
  
- Verify your address is correct in **Atlas**. Technical certificates are sent via mail. ∞
  
- Check Important Dates & Deadlines by visiting the **Academic Calendar** on the Valencia College website. ∞
  
- Get Involved** on campus by joining student clubs and organizations, attending **campus events** and participating in health and wellness activities. ∞
  
- Apply for scholarships by visiting the **Financial Aid Services** website. ∞
  
- Keep your résumé current by reviewing it every semester and consider scheduling a mock interview. For assistance, visit the **Career Center website** to connect with a career advisor.

∞ This symbol represents actions that you should take at every credit hour benchmark.

## 30-45 Credit Hour Checklist

- Check your **Atlas** email daily. ∞
- Confirm that your degree program matches your career and academic goals and update it if necessary. ∞
- Decide on your career and educational goals by the time you complete 45 credit hours.
- Research bachelor's programs at Valencia and other State colleges, if applicable. Remember to review admissions requirements to ensure you are in the right program.
- Run your **degree audit** to confirm you are on track for graduation. For assistance, **connect with your advisor**. ∞
- Verify **technical certificate** completion if applicable. ∞
- Consider exploring advanced training, certifications and licenses.
- Check Important Dates & Deadlines by visiting the **Academic Calendar** on the Valencia College website. ∞
- Get Involved** on campus by joining student clubs and organizations, attending **campus events** and participating in health and wellness activities. ∞
- Apply for scholarships by visiting the **Financial Aid Services** website. ∞
- Enhance your work experience and skills by volunteering, part-time employment, internships, service learning and job shadowing.
- Keep your résumé current by reviewing it every semester, consider doing a mock interview and for assistance, visit the **Career Center website** to connect with a career advisor.



∞ This symbol represents actions that you should take at every credit hour benchmark.

## 45-60 Credit Hour Checklist

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- Check your **Atlas** email daily. ∞
- Confirm that your degree program matches your career and academic goals and update it if needed. ∞
- Run your degree audit to confirm you are on track for graduation. For assistance, connect with your **advisor**. ∞
- Verify **technical certificate** completion if applicable. ∞
- If you are ready, submit your **graduation application** by the deadline.
- Start your job search using **Navigator**, the Valencia College job search tool.
- Submit your admissions applications early to Valencia or other state colleges of interest, if furthering your education is in your career plan.
- Check Important Dates & Deadlines by visiting the **Academic Calendar** on the Valencia College website. ∞
- Apply for scholarships by visiting the **Financial Aid Services** website. ∞
- Get involved** on campus by joining student clubs and organizations, attending **campus events** and participating in health and wellness activities. ∞
- Enhance your work experience and skills by volunteering, part-time employment, internships, service learning and job shadowing.
- Keep your résumé current by reviewing it every semester, consider doing a mock interview and for assistance, visit the **Career Center website** to connect with a career advisor.

∞ This symbol represents actions that you should take at every credit hour benchmark.





# List of Associate in Science Business Administration Specializations

The Associate in Science Business Administration program is designed for students who seek immediate employment in the field of business administration. You can tailor your program to focus on specific areas in business administration by selecting **specializations**.

- Finance
- Human Resource Management
- International Business
- Management
- Marketing
- Real Estate Management
- Small Business Management

## List of Business Technical Certificates

**Technical Certificates\*** are a great addition to your resume and may also help you prepare for immediate entry into a career. You can complete the prescribed course work in a Technical Certificate, and you will automatically receive the certificate. If you are working towards the A.S. Business Administration degree, the college credits earned in a Technical Certificate program are applicable toward the program.

- Business Management - 24 credit hours
- Business Operations - 18 credit hours
- Business Specialist - 12 credit hours
- Customer Service Management - 24 credit hours
- Customer Service Operations - 18 credit hours
- Customer Service Specialist - 12 credit hours
- Entrepreneurship - 12 credit hours
- Human Resource Management - 24 credit hours
- Human Resource Operations - 18 credit hours
- Human Resource Specialist - 12 credit hours
- International Business Specialist - 12 credit hours
- Operations and Support Services - 9 credit hours
- Real Estate Specialist - 12 credit hours
- Social Entrepreneurship Specialist - 12 credit hours

\*Technical Certificates may be covered by financial aid. Please check with your advisor for eligible Technical Certificates.

## Associate in Science Business Administration Degree Pathways

The **Degree Pathways** outline the courses needed to complete your Associate's degree for the current catalog year. They include sample term-by-term plans and helpful academic planning information for your program.

If your catalog year is prior to the current year, contact your advisor for a copy of the **Degree Pathway** for your catalog year. Course requirements may vary based on catalog year.

# Your Resume

The Associate in Science in Business Administration degree is a program that prepares you for entry into the workforce. Creating or updating a resume is an essential tool as you move through your career. Check out these tips for creating a winning resume and cover letter. Visit the Valencia College [Career Center](#) for more support on creating your resume.

## Resume Example

Your Name  
701 Business Admin Lane  
Orlando, FL 32817  
407.407.4074  
<https://www.linkedin.com/in/yournamehere>

**Tip: Consider creating a LinkedIn account - an online version of your resume, where you can highlight your accomplishments, receive endorsements for your skills and get noticed by recruiters.**

## Objective

Seeking to obtain an internship in the field of business where I can further develop my skills learned in the classroom and through professional experience.

**Tip: Use 12 point font size and fonts that are easier to read.**

## Education

Associate in Science in Business Administration with Marketing Specialization  
Valencia College - Orlando, FL  
Pending graduation Spring 2023

## Related Coursework

- Introduction to Business
- Spreadsheets and Applications
- Calculus of Business
- Fundamentals of Speech

## Professional Experience

Xtreme, Ent.      07/2015 - Present  
Orlando, FL  
Team Leader

- Follow up on inquiries and orders from prospective clients
- Load up company's vehicle on daily basis with entertainment equipment
- Assure that equipment is appropriately set up and it is compliant with safety standards
- Assist with disassembling the equipment and cleaning up

## Technical Skills

Microsoft Office - Intermediate proficiency in Word, Excel, PowerPoint, Outlook,  
Elementary proficiency in Access

**Tip: Keep your resume brief and concise. Employers spend an average of 5 seconds reviewing your resume. Make it easier for them by being straight to the point and keeping the length at one page only.**

# Your Cover Letter

## Sample Cover Letter

4630 Santa Ana Manor  
Orlando, FL 32808  
Phone: (407)555-3424  
Email: ajohnson564@mail.valenciacollege.edu

April 15, 20\_\_

Ms. Sue Taylor  
Enterprise Florida  
800 N Magnolia Ave, Suite 1100  
Orlando, FL 32803

***Tip: Start with your address and contact details in the top left corner. Make sure your contact details are professional. You should then follow with the address of the company you are applying for and the date you are submitting the cover letter.***

Dear Ms. Taylor:

Please accept the attached resume in response to your advertisement on LinkedIn.com for a Business Development Intern.

After carefully reviewing your position on LinkedIn.com, I am excited to highlight my qualifications for the Business Development Internship position. I am currently enrolled at Valencia College where I am working towards the completion of my Associate in Arts degree in Business Administration. I believe that my education has prepared me for a position such as the Business Development intern as I have had valuable exposure to data compiling tools, such as Microsoft Access and Excel, as well as economic analysis tools in my Financial Accounting and Microeconomics classes. Additionally, I have maintained a (3.4 GPA), demonstrating my strong understanding and interest in business administration. I have also obtained a Business Specialist certificate and I am currently working towards the completion of Business operations. I have exhibited excellent customer service and leadership skills in my position as Team Leader at Xtreme, INC. and I have successfully contributed to the development of positive and productive team dynamics which has led to positive customer interactions. My professors and supervisors have routinely complimented me on my analytical and organizational skills.

I would appreciate the opportunity to further discuss my qualifications for the Business Development internship with you. Please contact me at 407-299-5000 if you have any questions or would like to set up an interview.

Thank you for your time and consideration.

Sincerely,

Your signature

Your printed name

***Tip: If you are printing your cover letter, be sure to sign your name in black ink.***

# Valencia College Resources

Need more information? Check these out!

**VALENCIA COLLEGE**

**Internship and Workforce Services**

Find an internship and  
be ready for the job



Engage in about over  
150 clubs and organizations



Learn more about over 150 clubs  
and organizations

**VALENCIA COLLEGE**

**Learning Support**

Get help with your studies



Build academic and  
emotional fitness

**VALENCIA COLLEGE**

**Veterans Affairs**

Essential resources  
and support for veterans



Free fitness and  
recreational sports



Get help with behavioral health  
and more by calling **800-878-5470**

**Student Support Resources**

**VALENCIA COLLEGE**

**Career Center**

Explore careers and prepare  
for what's next

# Questions to Ask Your Advisor

- What's the difference between dropping a class and withdrawing from a class, and how does this impact me?
- What are some things I should consider before withdrawing from a class?
- What are some important academic policies that I should be aware of? (e.g., grade forgiveness, academic probation)
- What are some resources that I should be using at Valencia College if I'm struggling in my classes?
- What are some resources that will help me explore different majors and careers?

- How can I raise my GPA?
- What are some things I should consider when creating my class schedule?
- What are the prerequisites for my major?
- What are the admission requirements for my program at my transfer college/university of interest?
- How do I choose my electives?



- Is my major limited or restricted access? If so, what does that mean?
- How do I know that I'm on track for graduation?
- How do I know that I've met all my graduation requirements for my major?
- How do I apply for graduation?
- How do I apply to my college/university of interest?
- How do I request/submit my college transcripts?

# How Do I Run My Degree Audit?

The degree audit is a great tool to help you plan out your courses. It is a summary or audit of your degree. It will show you the classes that you have completed and the ones you have yet to complete. Here are the steps on running a degree audit. We encourage you to consult with your advisor.

1. Log in to **Atlas**.
2. Click on Students on the left hand side.
3. Look for the Path to Graduation box and click on My Academic Progress (Degree Audit).
4. Click on Generate New Degree Audit.
5. Select the term you are currently in, click submit.
6. Click on the button next to the name of your degree.
7. Click on Generate Request.



The path  
to promise  
takes you  
from  
“what is”  
to  
“what can be.”





# WHAT'S NEXT?

Valencia College is an equal opportunity institution. We provide equal opportunity for employment and educational services to all individuals as it relates to admission to the college or to programs, any aid, benefit, or service to students or wages and other terms, conditions or privileges of employment, without regard to race, ethnicity, color, national origin, age, religion, disability, marital status, sex/gender sexual orientation, genetic information, gender identity, pregnancy, and any other factor prohibited under applicable federal, state, and local civil rights laws, rules and regulations.