



# PATHWAY TO PROMISE



# Congratulations...

...on choosing your meta-major to be Business!

What an exciting opportunity to make an impact on an individual and corporate level help businesses flourish thanks to your amazing Marketing, Accounting, or even Investment Skills!

Your first business equation is “2+2”. That’s right! Complete your first two years at Valencia and stay for the next two years in our Bachelors of Applied Science in Business and Organizational Leadership, or apply to continue your studies at a Florida public university of your choice.\*

\*"2+2" is the typical pathway of a full-time student who completes 60 credits at the end of two years. Registering for classes on a part-time schedule might require longer than 4 years to complete your Bachelor’s degree. A completion of your AA does not guarantee admission into a university or their corresponding college of business.

## 2 + 2 = Business

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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.



# Transfer Schools/Programs

Most students who receive their Associate in Arts degrees move on to finish a bachelor's program or other additional academic path. Here are a few tips to help you with the next steps for transferring:

1. Solidify your transfer major and transfer university. If undecided, **meet with an advisor** or visit the **Career Center**.
2. Research the needed common program prerequisites (CPPs), which are courses required to earn your intended bachelor's degree from a public Florida college or university. Refer to the **Degree Pathways** for CPP requirements or check with your advisor.
3. Research college and university admissions requirements and deadlines early

## **Visit FloridaShines**

Are you planning on transferring to UCF? It is important to **sign up** and contact a Success Coach early to prepare for important dates and deadlines.

## **DirectConnect to UCF**

## **Sign up for DC2UCF**

## **UCF Application Checklist**

4. Submit your admissions applications early to your transfer college and/or university of interest
5. Connect with Admissions Office or an advisor at the transfer institution for more information
6. Register for transfer orientation
7. Research other required training and licenses within your field. If you are thinking about graduate school, use resources such as the Ferguson Database, available online via our library, to learn more. All graduate school requirements may differ.

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

The **Bachelor of Applied Science in Business and Organizational Leadership** (BASBOL) 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**



# Technical Certificates for Business Majors

As you work on your degree, you can also earn technical certificates. Technical certificates are a great addition to your resume and may also help you prepare for immediate entry into a career. To add a technical certificate, you would submit a Change of Program/Major Form in Atlas. If you are completing the common program prerequisites (CPPs) for business, then you will automatically receive the Business Specialist Technical Certificate.

## **Business Specialist Technical Certificate course requirements:**

CGS 2100C Computer Fundamentals and Applications  
MAC 1105 College Algebra  
ACG 2021C Principles of Financial Accounting  
ACG 2071C Principles of Managerial Accounting

There are other **technical certificates** that you can build into your business pathway. Below are some of the examples.

## **Business Operations Technical Certificate course requirements:**

CGS 2100C Computer Fundamentals and Applications  
MAC 1105 College Algebra  
ACG 2021C Principles of Financial Accounting  
ACG 2071C Principles of Managerial Accounting  
BUL 2241 Business Law I  
Intermediate Business Elective

## **Business Management Technical Certificate course requirements:**

CGS 2100C Computer Fundamentals and Applications  
MAC 1105 College Algebra  
ACG 2021C Principles of Financial Accounting  
ACG 2071C Principles of Managerial Accounting  
BUL 2241 Business Law I  
PSY 2012 General Psychology or INP 1301 Psychology in Business and Industry  
Intermediate Business Elective

# Your Checklist

## 0-12 Credit Hour Checklist

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

- 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.
- Consider utilizing [Math Help 24/7](#) which provides online videos from math professors. Use this resource to successfully complete your business math requirements.
- Explore and research your career interests by visiting the [Career Center website](#) or connecting with a career advisor.
- Research colleges and universities of interest and the admission requirements.
- Run your [degree audit](#) and use your [catalog](#) to help you choose the right classes each term. For assistance, connect with an academic advisor. ∞
- Register for [SLS 1122 New Student Experience course](#) within your first two terms at Valencia College.
- 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.



## 12-30 Credit Hour Checklist

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

- Check your **Atlas** email daily. ∞
- Confirm that your meta-major matches your career of interest and change it if necessary. ∞
- Explore your major and career interests by considering volunteering, employment, **internships**, job shadowing and service learning.
- Decide on a major and your transfer university of interest. If you are still undecided, meet with an academic advisor.
- Run your **degree audit** and use your **catalog** to help you choose the right classes. For assistance, **connect with your advisor**. ∞
- 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. ∞
- Keep your resume current by reviewing it every semester and consider scheduling a mock interview. For assistance, visit the **Career Center website** or connect with a career advisor.





## **30-45 Credit Hour Checklist**

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

- Check your **Atlas** email daily. ∞
- Confirm that your meta-major matches your career of interest and change it if necessary. ∞
- Decide on your educational goals by the time you complete 45 credit hours.
- Research colleges and universities of interest, including the admission requirements, application deadlines, housing options, campus tours and connect with the academic departments.
- Consider exploring graduate school (e.g., master's degree, medical or law school), advanced training, certifications and licenses.
- Run your **degree audit** to confirm you are on track for graduation. For assistance, **connect with your advisor**. ∞
- 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, employment, **internships**, service learning and job shadowing.
- Keep your resume current by reviewing it every semester and consider scheduling a mock interview. For assistance, visit the **Career Center website** or connect with a career advisor.

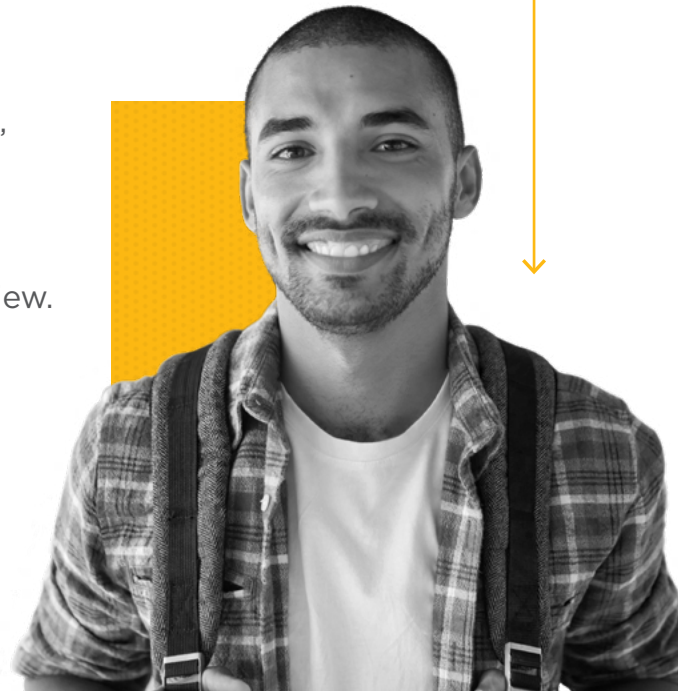


## **45-60 Credit Hour Checklist**

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

- Check your **Atlas** email daily. ∞
- Confirm that your meta-major matches your career of interest and change it if necessary. ∞
- Run your **degree audit** to confirm you are on track for graduation. For assistance, **connect with your advisor**. ∞
- If you are ready, submit your **graduation application** by the deadline.
- Explore housing options, develop a financial plan, schedule campus tours and connect with the academic departments.
- Submit your admissions applications early to your colleges/universities of interest (and any other materials, such as transcripts and recommendation letters, if required).
- 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 resume current by reviewing it every semester and consider scheduling a mock interview. For assistance, visit the **Career Center website** or connect with a career advisor.



# Pathways in Business

There are different pathways in business that can lead to a variety of careers. Below are a few examples.

## Accounting

Develop your understanding of generally accepted accounting principles, tax law, the process of managing financial documents and how it impacts business operations.\*

\*All accountants who file reports with the Securities and Exchange Commission are required by law to be certified public accountants, or CPAs. To become a licensed CPA, accountants must meet their state's board of accountancy's eligibility requirements.

## Management

Acquire a comprehensive foundation in important business areas like accounting, sales, operations and organizational leadership.

## Economics

Gain insight on economic principles and theory, including the use of math and data analysis.

## Entrepreneurship

Learn how to start, build and manage your own business successfully.

## Finance

Learn a broad range of concepts and skills including financial analysis, economics, statistics and portfolio management.\*

\*Depending on your specialization, you may need to obtain a specific financial license.

## Marketing

Obtain knowledge on communication, market research and strategies.

For information on local and national salaries and growth, [O\\*Net OnLine](#) is a resource that provides detailed career information for job seekers.

# 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**

**VALENCIA COLLEGE**

**Career Center**

Explore careers and prepare  
for what's next



- 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.