

College of Business Administration

Welcome New Students & Guests!

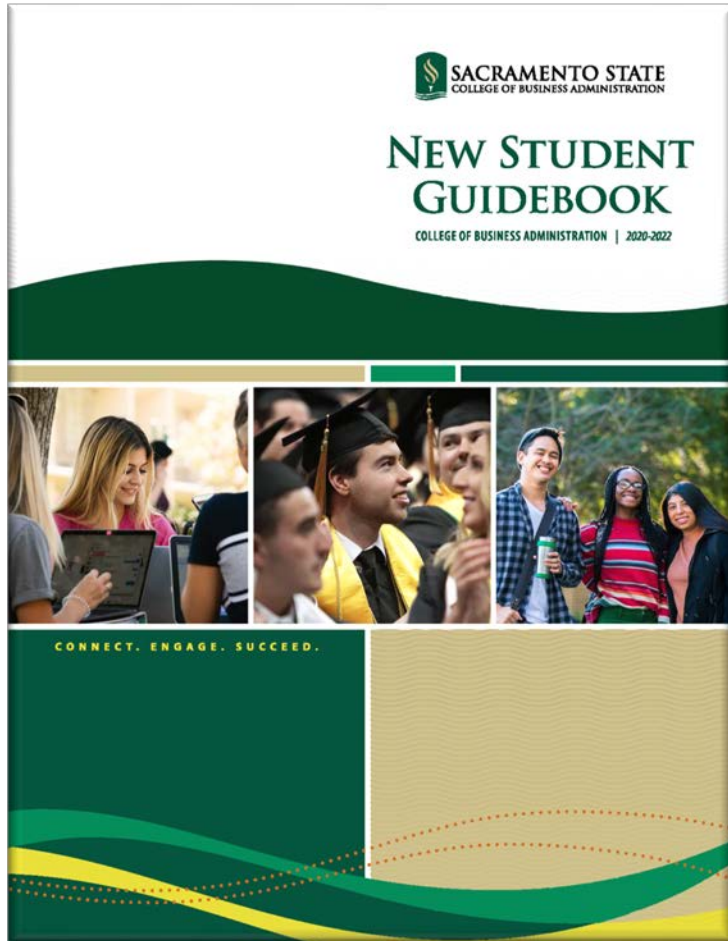



Purpose of Orientation

By the time this session is over, you should know...

- what the OSE is and how it serves you
- important academic policies for Business majors
- “upper division” course requirements for all Business majors
- what to enroll in for your first semester

Get Ready!



 College of Business Administration
Undergraduate Business Advising Center
916-278-BIZZ (2499)
www.csus.edu/cba/ubac
cba-ugrad@csus.edu

BUSINESS ADMINISTRATION REVIEW

Name: Hornet, Herky ID Number: 123456789

Current Academic Plan:
Concentration: MKTG

Current Overall GPA: 3.456 Lower Division Major GPA: 3.211

Lower division business courses in progress (term Spring 20):
MATH 24

Lower division business courses still needed to be completed:

Please submit item that is checked:

☒ ADT Completion Verification (unofficial transcripts showing degree completion date and final grades)
☐ Unofficial Transcripts (with final grades)

NOTES:

Complete WPJ (Writing Proficiency for Juniors) ASAP:
Next Portfolio Review: June 15 – July 24, 2020
Visit www.csus.edu/wpj and click on WPJ Placement Score Information

Suggested Schedule:
Choose four or five:

DS 101
MIS 101
HROB 101
MGMT 102
MKTG 101
FIN 101
Upper division GE

Reviewed by Brandon MacLeod Date: 6.3.2020

Meet the Office of Student Engagement (OSE) Staff

Bonnie Beevers

Director of Office of Student Engagement

Nicole Zauner

Coordinator of Student Programs

Sanitta Coey

Assistant to the Director/Administrative Analyst

Felisa Lugo

Office Coordinator (Interim)

Maria Lindstrom

Academic Advisor/Coordinator

Brandon MacLeod

CBA Undergraduate Academic Advisor

Jayme Richards

CBA Undergraduate Academic Advisor

Stephanie Serrato Neumann

First/Second Year Academic Advisor

What is the College of Business Administration?

Accredited by the **Association to Advance Collegiate Schools of Business (AACSB)**, an honor granted to only 5% of institutions worldwide.

Values:

- Quality
- Diversity and Inclusion
- Global Mindset
- Ethics
- Social Responsibility
- Community



Who are we?

Centers and Programs

- CBA Advisory Council (CBAAC)
- Center for Small Business
- Center for Business Analytics
- Carlsen Center for Innovation & Entrepreneurship
- Student Investment Fund



Alumni Network: Who do you know that was Made at Sac State?

Student Centric Services

Office of the Associate Dean for Academic Programs

Course management, registration and enrollment needs, grade corrections and appeals, curriculum design, academic policies

Dr. Andrey Mikhailitchenko

Interim Associate Dean for Academic Programs

Barbara Vong

Administrative Analyst

Maryam Sabet

Administrative Coordinator

Department Chairs

Dr. Jessica Bagger

Management and Organizations

Dr. Jesse Catlin

Marketing and Supply Chain Management

Dr. Jay Lee

Strategy and Entrepreneurship

Dr. Hao Lin

Finance, Insurance, and Real Estate

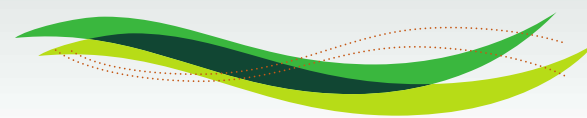
Dr. Hugh Pforsich

Accountancy

Dr. Joseph Taylor

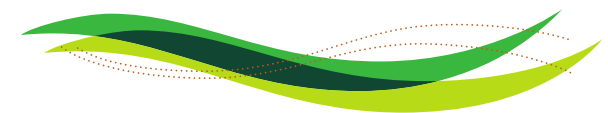
Information Systems and Business Analytics

CONNECT. ENGAGE. SUCCEED.



The Office of Student Engagement (OSE)

- Clubs, organizations, honor societies
- Internships and job board
- Scholarships and awards
- Peer Tutoring
- Events: Core Connect, Biz Fest, Food 4 Thought, Prep Week Meal Streak, Becker CPA Days, Advising Dash-n-Bash, DSP Career Fair



Undergraduate Business Advising Center (UBAC)

“One Stop” Academic Advising Services:

- *“Drop-In” office hours via Zoom for quick questions*
- *Appointments for long-term planning*
- *First Year Focus/Second Year Success*
- *Admission/Impaction*
- *General Education*
- *Probation/Academic Standing*
- *Graduation Applications*



Faculty Advisors are also available for questions about your field of study:

- *What careers can I pursue with this concentration?*
- *Which concentration electives should I take?*
- *How do I prepare to get a professional license like CPA, CFP, Realtor?*

Outline of the Business Administration Major

Lower Division

I Lower division (23-24 units)

Upper Division

II Major Core (24 units)

III Concentration (18 - 24 units)



Lower Division (page 8)

- **Computer Literacy** 2-3 units
 - **MIS 10** - Business Applications (Spreadsheets)
or
 - **MIS 1** - Word Processing (MS Word)
 - **MIS 2** - Spreadsheets (MS Excel)
 - **MIS 3** - Presentation Graphics (MS PowerPoint)
- **Required Lower Division (21 units)**
 - **ACCY 1** - Accounting Fundamentals
 - **ACCY 2** - Managerial Accounting (ACCY 1)
 - **ECON 1A** - Introduction to Macroeconomic Analysis
 - **ECON 1B** - Introduction to Microeconomic Analysis
 - **MGMT 10** - Introduction to Business Law
 - **MATH 24** - Modern Business Math (ALEKS?)
 - **STAT 1** - Introduction to Statistics (ALEKS?)



ADT (Associate Degree for Transfer)

- If you were earning an ADT in Business Administration for Spring 2020 or Summer 2020, submit final degree conferral to UBAC.
- Email PDF transcript (with ADT conferral) to cba-ugrad@csus.edu.
- You can usually find the ADT conferral information on your unofficial transcript.
- No hard deadline, but we need proof BEFORE Fall 2020 semester begins.

DEGREE STATUS			
Awarded:	Associate in Science Transfer	Degree Date:	Dec 14, 2019
Curriculum Information			
Major:	Bus Administration Transfer		

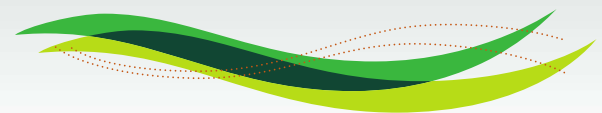
Upper Division Major Core (page 9)

- *The following Major Core courses may be taken by Expressed Interest students when they have completed the last of the lower division requirements:*
 - **DS 101** - Data Analysis for Managers (*MATH 24 and STAT 1*)
 - **HROB 101** - Management of Contemporary Organizations
 - **MGMT 102** - Business Communications
- *The following Major Core courses must be taken after being formally admitted into the Business Administration major:*
 - **FIN 101** - Business Finance
 - **MIS 101** - Computer Information Systems for Management
 - **MKTG 101** - Principles of Marketing
 - **OPM 101** - Operations Management (DS 101; can be taken concurrently)
- *The following Major Core course must be taken after all other Major Core courses have been completed (except for MIS 101):*
 - **GM 105** - Strategic Management

One Major, 10 Concentrations

- Accountancy (24)
- Business Analytics (21)*
- Entrepreneurship (18)
- Finance (21) – 4 options
- General Management (21)
- International Business (21)

- Human Resources & Organizational Behavior (18)
- Management Information Systems (24)
- Marketing (21)
- Supply Chain Management (21)



CBA Academic Policies



- Minimum Grade Requirements
 - “C-” in all business courses, “C” in Math 24
- Repeating Courses
 - Three attempts per course
- 10-year “Currency of Knowledge” Policy
 - Must graduate by Fall 2030!

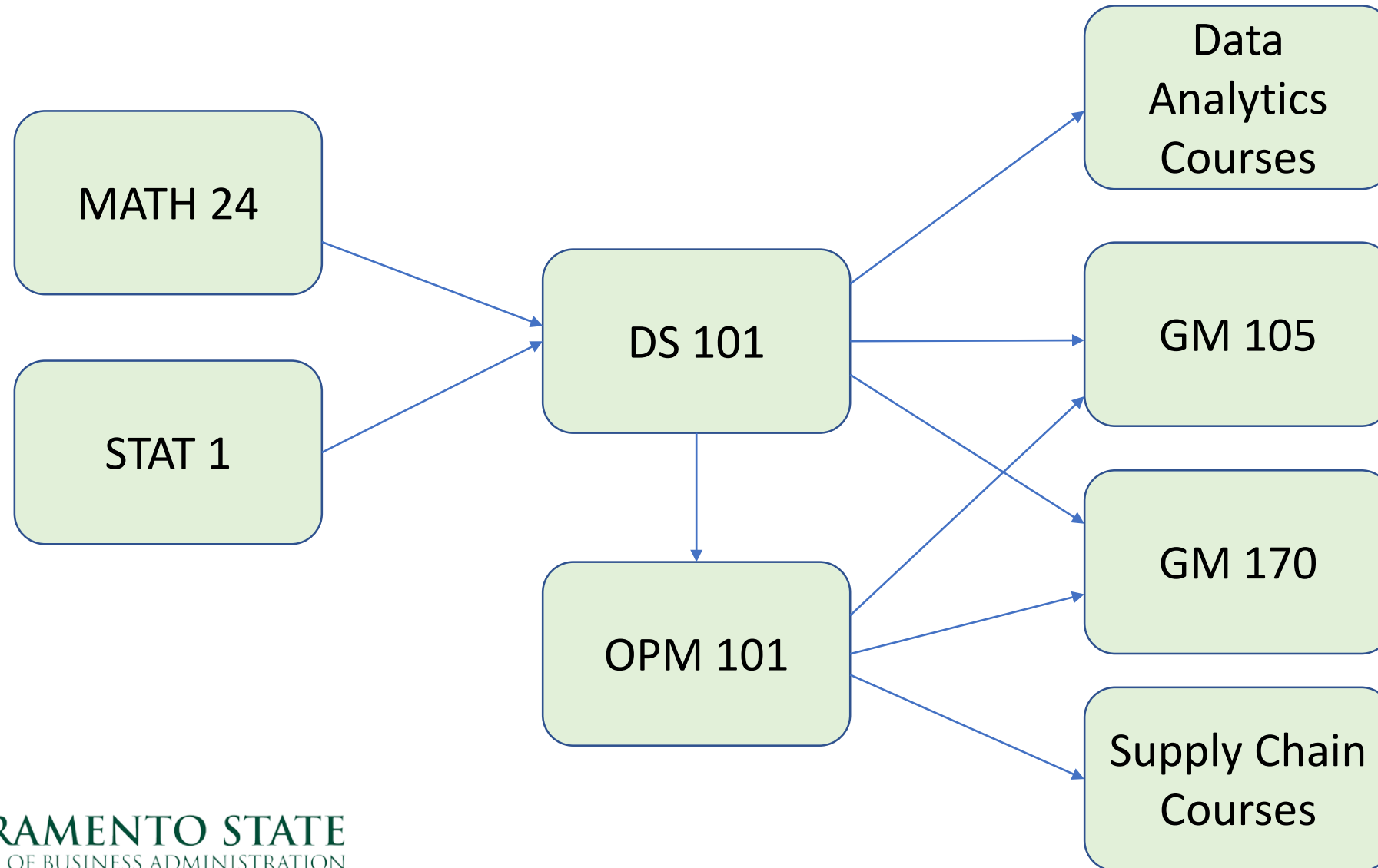
*Refer to page 29 in guidebook for more details

Fall Registration

- Prioritize any missing lower division business courses (MIS 10, Math 24, etc)
 - If enrolling Math 24/Stat 1, email Math department (math-01@csus.edu)
 - Attach unofficial transcripts, Student ID #, and 1st and 2nd section choice
 - You can take lower division courses concurrently at a local CC (www.assist.org)
- Enroll in business core courses (HROB 101, MGMT 102, FIN 101, MKTG 101, MIS 101)
- Don't forget about upper division GE!

The screenshot shows a web form titled "Search for Classes" with the instruction "Enter Search Criteria". The form includes several sections: "Search for Classes" with dropdowns for "Institution" (Sacramento State) and "Term" (Fall 2020); a note to "Select at least 2 search criteria. Select Search to view your search results."; a "Class Search" section with dropdowns for "Subject", "Course Number" (set to "is exactly"), and "Course Career", along with a checked checkbox for "Show Open Classes Only"; an "Additional Search Criteria" section with dropdowns for "Meeting Start Time" (greater than or equal to), "Meeting End Time" (less than or equal to), and "Days of Week" (with checkboxes for Mon, Tues, Wed, Thurs, Fri, Sat, Sun); and a section for "Instructor Last Name" (begins with), "Class Nbr", "Course Attribute", "Course Attribute Value", "Course Keyword", "Minimum Units" (greater than or equal to), "Maximum Units" (less than or equal to), "Course Component", and "Session". At the bottom are "Clear" and "Search" buttons.

Avoid the Bottleneck!



Concentration Specific Advice

- ACCY students enroll in ACCY 111 (consider ACCY 121 or 171 as well)
- MIS students consider MIS 15 and MIS 140
- ENTR students consider ENTR 189
- IBUS students consider IBUS 180
- FIN 138 an option for FIN, ENTR, and GMGT concentrations
- Everyone take your respective 101 course
 - FIN concentrations take FIN 101, MKTG concentrations take MKTG 101, etc
- Pay attention to pre-requisite sequencing in your guidebook (pages 11-23)

Registration Tips & Tricks

- Pay attention to your priority registration appointment
- Watch out for registration holds and prerequisites
- Check back during late registration (August 10th)
- Pay your fees on time
- Be flexible!
- “Crashing” classes
- Meet with your advisor before the rush
- Ask questions! Better safe than sorry.



Set Yourself Up for Success!



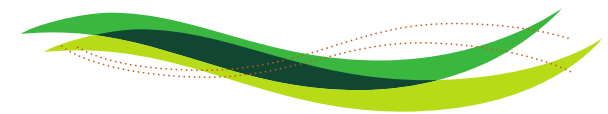
Workload

- Working up to **20 hours** per week? Take **12-15 units** per semester.
- If you are working **40 hours** per week, you should not carry more than **6 units**.

Online Classes

- **Organization and self-discipline** are key. Consider keeping a planner (paper or electronic), schedule time for asynchronous classes, and set reminders and alarms.
- **Communication** is important for success in online courses! Reach out to your faculty early and often. They will all have virtual office hours to discuss whatever you need.
- Set up a system and routine to **manage your email**.
- Take advantage of free peer **tutoring**!

CONNECT. ENGAGE. SUCCEED.



Stay Connected With Us!



BIZLIST (page 32)

CBA announcements and opportunities, jobs and internships, events, giveaways!



Facebook

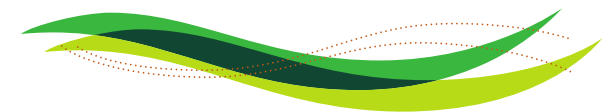
Sac State Business Advising



Instagram

CBABizStudents

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Stay Connected With Us!

- BY EMAIL

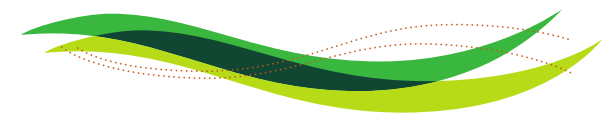
CBA-UGRAD@CSUS.EDU

- ON WEB

www.CSUS.edu/CBA/OSE

**Find Zoom office hours here!*

- TAHOE HALL 1030 (currently closed to the public)
- BY TELEPHONE (not currently available)
(916) 278-BIZZ (2499)



End Result: Graduation!



Follow up questions?

Business Advisors are available on Zoom
until 4:30 today!

<https://csus.zoom.us/my/cbaadvising>

Meeting code: CBAAdvising