

Business Administration*

(AA Transfer Degree)

Business, Management and Administration Career Cluster

SAN JUAN COLLEGE

NATURE OF WORK

People who complete their bachelor's in business administration have a variety of career options in accounting, finance, management and marketing; depending on what they have taken as their concentration. Management careers encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business majors can combine their outside interests with their career as opportunities are available in every sector of the economy. There are many opportunities for people in this area to be self-employed.

WORKING CONDITIONS

Usually managers will work in a clean well-lit office that is comfortable. Most managers work at least a 40 hour week. Uncompensated overtime is common, especially when there is a project deadline. Sometimes stress is a factor as managers try to meet the demands of upper management and outside clients, especially in the marketing area.

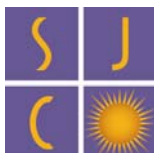
TRAINING & QUALIFICATIONS

Companies usually look for an individual with a bachelor's degree and two to four years of work-related skill, knowledge, or experience. As the industry changes, smart managers will continue updating their skills through training seminars and conferences. Many managers will work on their master's in business administration, and some companies will have a tuition reimbursement program to help managers further their education.

JOB OUTLOOK

Due to the current economy, the national outlook for upper level business managers is expected to face tough competition through 2018.

*Most of this information is from: The Occupational Outlook Handbook, 2010-2011 and "What Can You Do with a Major in Business?" by Kate Shoup Welsh



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CAREER OPTIONS & ENTRY LEVEL SALARY RANGE NATION WIDE

Accounting concentration: Accounting, Budget Analysis, Financial Accounting, Auditing—\$38,107.

Finance concentration: Investment and Commercial Banking, Financial Planning, Insurance, Corporate Finance, Money Management—\$20,851-\$57,321.

Management concentration: Management is in all industries—\$33,351-\$57,382.

Marketing concentration: Product Manager, Advertising, Market Research, Public Relations—\$18,000-\$25,000, this will shoot up fast after a few years of successful experience.

Operations concentration: Production Manager, Operations Manager—\$38,980-\$67,320.

SJC Basic Program Information

The Business Administration program admits students in fall and spring. It is a 67-credit hour program that can be completed if students attend college full time for two years.

The Business Administration associate of arts degree is designed to transfer to other institutions granting baccalaureate degrees. It is advised, however, that students check with an advisor at the four-year institution before completing the program for suggested curriculum enhancements.



For additional information go to:

www.sanjuancollege.edu/pages/158.asp

www.bls.gov/oco/ocos012.htm