

Business Administration* (AAS Non-Transfer Degree)

Business, Management and Administration Career Cluster

SAN JUAN COLLEGE

NATURE OF WORK

Entry level managers perform a large range of duties in all sectors of business. They usually directly supervise the staff that performs the various support services to the company. One entry level manager may be responsible for overseeing all of the support service employees in small organizations. In larger companies they often specialize in a specific support activity and report to a mid-level manager, who in turn reports to a top level manager. Contract managers oversee the details related to contracts, property, or grounds and building facility upkeep. Managers are in charge of support staff and making sure there is coverage in case of illness and vacation. Managers usually interview and evaluate prospective employees and provide orientation to new employees. They often act as liaisons between the support staff and the upper level managerial staff.

WORKING CONDITIONS

Most office and administrative managers work in a clean well-lit office that is comfortable, and work a standard 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

Education varies greatly for different levels of management. Generally a minimum of two years and/or two to four years of work-related skill, knowledge, or experience is needed for entry level management. Many companies promote from within their organization for these positions.

JOB OUTLOOK

There is keen competition for these entry level management positions. Office technology may result in more streamlining of positions, causing a reduction in some positions. It is projected that employment will grow about as fast as the average for all occupations through 2018.

CAREER OPTIONS

Administrative Support Worker Supervisor & Managers ; Administrative Services Manager

ESTIMATED SALARY RANGE

New Mexico—\$28,860 (starting)
Nationally median— \$52,240—\$98,980

RELATED OCCUPATIONS

Banking, Public Relations Specialists, Insurance Underwriters, Market and Survey Researchers. Computer Systems Analysts.

SJC Basic Program Information

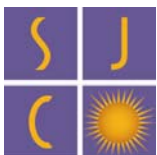
The Business Administration program admits students in fall and spring. It is a 670credit hour program that can be completed in two years if the student attends college full time.

The Associate of Applied Science degree in Business Administration is geared for entry-level and mid-level management and/or other positions requiring leadership skills.

This program is not designed for transfer, though many of the courses do transfer to universities. Transfer students should see the Associate of Arts Business Administration transfer program.



*Most of this information is from the Occupational Outlook Handbook, 2010-2011



For further information go to:

www.sanjuancollege.edu/pages/158.asp
www.bls.gov/oco/ocos002.htm

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