

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. In small organizations, a single manager may oversee all support services. In large companies they often specialize in a specific support activity and report to a mid-level manager. Managers may oversee the details related to contracts, property, or grounds and building facility upkeep. They may be 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. Because some organizations operate around the clock they may have to work nights, weekends and holidays. Sometimes managers will rotate among the three 8-hour shifts in a workday; in other cases, shifts are assigned on the basis of seniority.

TRAINING & QUALIFICATIONS

Education for these positions vary widely. Generally a minimum of two years and/or two to four years of work-related skill, knowledge, or experience is needed for these occupations. Many companies promote from within their organization for these positions.

JOB OUTLOOK

There is keen competition for these entry level management positions. There are usually more applicants than the number of job openings. It is projected that employment will either grow more slowly than average or may just keep pace with the average for all occupations through 2014.

CAREER OPTIONS

- Administrative Services Manager
- Office and Administrative Support Worker Supervisors and Managers.

ESTIMATED SALARY RANGE

New Mexico—\$28,860 (starting)
Nationally— \$31,860-\$83,510

RELATED OCCUPATIONS

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

SJC Basic Program Information

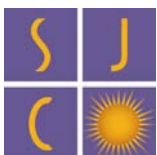
The Business Administration program admits students in fall and spring.

The Associate of Applied Science degree in Business Administration is designed to assist students who have little or no business experience gain proficiency in business administration. The program stresses both management and marketing to enhance the participant's employability as well as others who need to upgrade their managerial skills.

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



*Most of this information is from the Occupational Outlook Handbook, 2005-2006



For further information go to:

www.sanjuancollege.edu/pages/158.asp

www.careers-nm.org

www.bls.gov/oco/ocoiab.htm