

A.S. in Business Administration

DESCRIPTION OF THE BUSINESS ADMINISTRATION PROGRAM

This Associate of Science in Business Administration is a 60-credit program that allows students to obtain a variety of knowledge and skills required in the field of business. Two-year graduates who have acquired a good foundation in general skills typically transfer to four-year schools to specialize in related managerial fields and earn a bachelor's degree in such areas as management, marketing, finance, economics, advertising, or even accounting.

SKILLS

Administrative: Business administrators must be able to handle many moving parts and challenging situations all at once. Keeping the office smoothly running and professional interactions are required for all business-related fields.

Networking: Business administrators should have the ability to make contracts and interact with clients in a two-way conversation. Exchanging ideas and sharing interests with different groups is an important aspect of the field.

Financial Management: Administrators must know how to plan, direct, organize and monitor the monetary resources of the organization.

CAREER INFORMATION

Business administration is perhaps the most important component of a business's success. Administrators and managers must plan, organize, staff, direct, control, and lead. They bear the responsibility to maintain an environment in which individuals, working together in groups, can accomplish their common missions and objectives.

Graduates majoring in business administration are prepared to enter the job market in such titles as assistant manager, management trainee, human resource consultant, and similar managerial career paths in both profit and not-for-profit organizations.

They are involved in all aspects of running organizations and may work in private industry, public enterprises or for non-profit companies. They work as managers, supervisors and assistants, and their job duties are as varied as the organizations they work with.

EMPLOYMENT OUTLOOK

Overall employment of administrative services and facilities managers is projected to grow 7 percent from 2021 to 2031, about as fast as the average for all occupations. Tasks such as managing facilities and being prepared for emergencies will remain important in a wide range of industries.

Although educational requirements for administrative services managers vary by the type of organization and the work they do, they usually have a bachelor's degree and must have related work experience.

CAREER PATH

Most administrative services managers work full time. Some work more than 40 hours per week. The median annual wage for administrative services managers was \$100,170 in May 2021.

CAREER COACH – SEARCH CAREER INFORMATION & CURRENT LOCAL WAGE DATA

<https://kingsborough.emsicc.com/search/careers?q=BusinessAdministration>

INFORMATION ON HOW TO APPLY: www.cuny.edu/apply or 718-368-4600

10-2022

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