



What Can I Do With A major in ...

Business Administration

What is Business Administration? Business administration is a wide field that incorporates many types of management positions. From major corporations to independent businesses, every operation needs skilled administrators in order to succeed. Motivated, organized personalities will thrive in business, where environments are often high-powered. Knowing how to deal with stress will help you keep your cool—and keep your business in the black. Business administration is a term used to describe a set of activities necessary to maintain the level of operations within business organizations. The administration of a business includes the performance or management of business operations and decision making, as well as the efficient organization of people and other resources, to direct activities toward common goals and objectives.

Potential Employers:

- ❖ Real estate brokers
- ❖ Banks
- ❖ Appraisal firms
- ❖ Apartment and condominium complexes
- ❖ Developers
- ❖ Small/Private Businesses
- ❖ Own Business Owner
- ❖ Corporations
- ❖ Department Stores
- ❖ Food Chains
- ❖ Public Affairs Offices

Potential Job Titles

- ❖ Accountant
- ❖ Administrative Executive
- ❖ Banker
- ❖ Chief Executive Officer
- ❖ City Manager
- ❖ Controller
- ❖ Consultant
- ❖ Department Store Manager
- ❖ Human Resources Manager

- ❖ Public Relations Specialist
- ❖ Retail Manager
- ❖ School Administrator
- ❖ Operations Manager
- ❖ Financial Advisor
- ❖ Entrepreneur
- ❖ Tax Manager
- ❖ Billing Clerk
- ❖ Bookkeeper
- ❖ Budget Analysts

- ❖ Economist
- ❖ Court Clerk
- ❖ Credit Counselor
- ❖ Business Educator
- ❖ Payroll Manager
- ❖ Sales person
- ❖ Small Business Owner
- ❖ Advertising
- ❖ Contract Administrator
- ❖ Personal Agent

How This Major Helps You Move Forward:

Skills Learned in This Major:

- ❖ Lead and successfully coordinate a company's resources on a daily basis
- ❖ Handling other staff members and placing them where they need to be
- ❖ Many different types of communications skills to effectively communicate with different business owners
- ❖ Computer proficiency for financial and organizational matters
- ❖ Keep an accurate record of expenses, inventory, personnel and more

Additional Information can be found at:

www.assist.org

www.salary.com

www.uncw.edu/career/WhatCanIDoWithaMajorIn.html

www.cacareerzone.org

www.lamission.edu/careercenter

CSU/UC Related Transfer Majors:

- ❖ **CSUN:** Business Administration B.S. (with options in Business Law, Global Supply Chain Management, Real Estate, Systems & Operations Management)
- ❖ **CSU Channel Islands:** Business B.S. (with options in Entrepreneurship, Finance, Global Business, Management, Marketing)
- ❖ **UCLA:** Business Economics(Pre) B.A.
- ❖ **UCI:** Business Administration, B.A., Business Economics, B.A.

Go to www.assist.org to see universities that offer these majors

Graduate Degree Options:

- ❖ **CSUN:** Masters in Business Administration (MBA)
- ❖ **CSU Dominguez Hills:** General Business MBA
- ❖ **UC Berkeley:** Business Administration Ph.D.

This is **general information**. For specific information on majors and careers please see a counselor in the Career Center – Claudia Ramirez (818)833-3403 ; careercenter@lamission.edu