



## LA Mission College Career Center

# BUSINESS ADMINISTRATION

## MAJOR SHEETS

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### SKILLS

(things you will learn or use)

- Logical thinking
- Teamwork
- Analyze and interpret data
- Numerical computation
- Communication
- Critical thinking
- Interpersonal skills
- Research

### INTEREST

- Retail management
- Learning how businesses
- Operate
- Organizing
- Planning
- Directing
- Working with data and numbers

### 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. 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.

### LAMC DEGREES & CERTIFICATES OFFERED

- **Associates of Arts for Transfer (AA-T) Business Administration**
- **Associates of Arts (AA) Business Administration**
- **Associates of Arts (AA) Restaurant Management**
- **Associates of Arts (AA) Management**
- **Certificate of Achievement Accounting**
- **Certificate of Achievement Restaurant Management**
- **Certificate of Achievement Retail Management**
- **Certificate of Accomplishment Restaurant Management**

### TRANSFER RELATED MAJORS

- **CSU Dominguez Hills:** Business Administration
- **CSU East Bay:** Business Administration
- **CSU Fullerton:** Business Administration
- **CSU Los Angeles:** Business Administration
- **CSU Long Beach:** Business Administration
- **Cal Poly Pomona:** Business Administration
- **CSU Northridge:** Business Administration
- **UC Berkeley:** Business Administration
- **UC Irvine:** Business Administration
- **UC Los Angeles:** Business Economics



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### WORK ENVIRONMENT

- Work long hours under considerable pressure
- Some travel
- Indoor work in offices
- Mostly sitting in meetings and while working at computers
- Some standing for conversations and presentations

### ADDITIONAL INFORMATION

[www.lamission.edu/careercenter](http://www.lamission.edu/careercenter)  
<https://www.lamission.edu/Business/Home.aspx>  
[www.assist.org](http://www.assist.org)  
[www.salary.com](http://www.salary.com)  
<https://uncw.edu/career/whatcanidowithamajorin.html>  
[www.cacareerzone.org](http://www.cacareerzone.org)  
<http://degrees.calstate.edu/>  
[https://admission.universityofcalifornia.edu/counselors/files/undergraduate\\_majors\\_list.pdf](https://admission.universityofcalifornia.edu/counselors/files/undergraduate_majors_list.pdf)

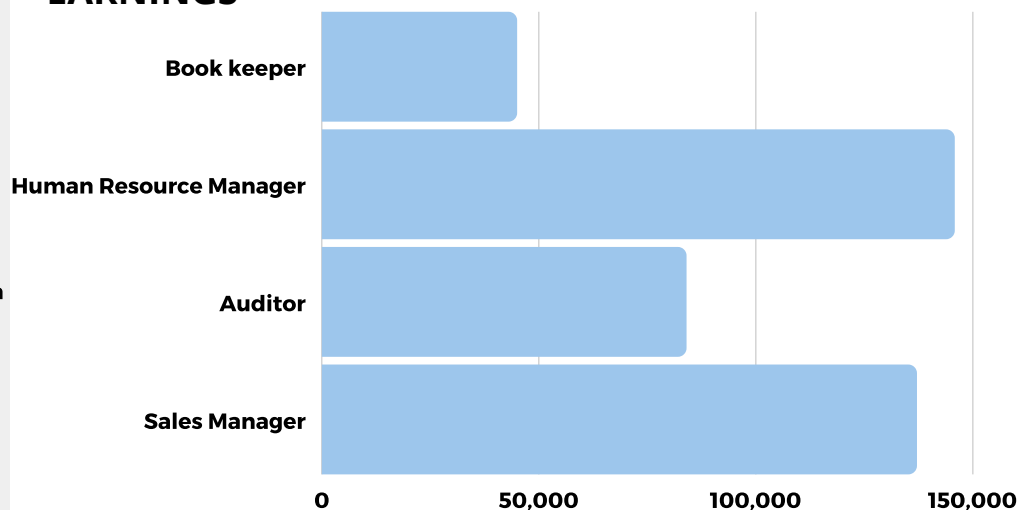
### POTENTIAL JOB TITLES

- Accountant
- Consultant
- Office Clerk
- Financial Analyst
- Small Business Owner
- Human Resources Manager
- Bookkeeper
- Personal Agent
- Chief information officer
- Auditor
- Sales Manager

### POTENTIAL EMPLOYERS

- Real Estate Brokers
- Banks
- Appraisal Firms
- Corporation
- Public Affair Offices
- Food Chains
- Developer
- Healthcare
- Colleges/University
- Human Resources

### \*EARNINGS



\*Earning can vary by occupation and experience. The following are average annual wages as of 2019 in California based on California Career Zone <https://www.cacareerzone.org/>