**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. 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.

**Degrees & Certificates Offered:**

* **Associate of Arts for Transfer (AA-T)** in Business Administration
* **Associate of Arts (AA)** in Business Administration
* **Associate of Arts (AA)** in Restaurant Management
* **Associate of Arts (AA)** in Management
* **Certificates of Achievement:** Accounting
* **Certificates of Achievement:** Restaurant Management
* **Certificates of Achievement:** Retail Management
* **Certificates of Achievement:** Real Estate Sales
* **Certificates of Accomplishment:** Restaurant Management

**Areas of Interest**

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

**Skills**

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

**Transfer Related Majors**

**CSU Dominguez Hills:** Business Administration

**CSU Fullerton:** Business Administration

**CSU Los Angeles:** Business Administration

**CSU Long Beach:** Business Administration

**CSU Northridge:** Business Administration

**UC Berkeley:** Business Administration

**UC Irvine:** Business Administration

**UC Los Angeles:** Business Economics

**Potential Job Titles**

* Accountant
* Consultant
* Office Clerk
* Financial Analysist
* 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

**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

**Earnings**

Earnings vary based on experience and occupation. As of 2019, the average annual wages for CNAs in California range from entry-level to more experienced positions. For specific details, visit California Career Zone at cacareerzone.org.

**Helpful Resources:**

· LAMC Career Center: lamission.edu/careercenter

· CSU Majors: degrees.calstate.edu

· UC Majors: admission.universityofcalifornia.edu

· Career Exploration: cacareerzone.org

For more detailed guidance on degrees, or career advice, you can contact the LAMC Career Center at **careercenter@lamission.edu**.