

What can I do with a major in...?

Business Administration

Associate in Arts • Associate in Applied Science
School of Business and Applied Technologies



Account Executive
Employment Counselor
Accounting Supervisor
Education Administrator
Bank Manager
Entertainment Agent
Benefits Manager
Facility Manager
Branch Manager
Foreign-Exchange Trader
Budget Officer
Funeral Directors
Communications Officer
Government Services Administrator
Compensation Manager
Health/Hospital Administration
Computer Operations Supervisor
Hotel Manager
Construction Supervisor
Human Resource Manager
Consultant
Industrial Relations Director
Credit Analyst
Information Systems Manager
Credit & Collections Manager
Insurance Agent



Business Administration

Related business administration positions include the following:

Director of Transportation	Supervisor
Purchasing Agent / Buyer	Mortgage Loan Officer
Job Analyst	Telecommunication Marketer
Purser (ship officer in charge of accounts)	Occupational Analyst
Labor Relations Manager	Telecommunications System Coordinator
Quality Control Auditor	Operations Manager
Loan Officer	Traffic Manager
Real Estate Agent / Broker	Outside Property Agent
Management Analyst	Training Manager
Property Manager	Payroll Officer
Management Trainee	Travel Agent
Recreation Manager	Personnel Manager
Manufacturing Trainee	Trust Administrator
Reports Analyst	Personnel Recruiter
Manufacturing Supervisor	Voice/Data Service Operations Manager
Restaurant / Food Service Manager	Promotions Manager
Market Information Specialist	Wholesale Sales Representative
Retail Sales Manager	International Business Manager
Market Research Analyst	Public Utilities Manager
Sales Manager	
Media Planner	

What skills do I need for...?

Business Administration

- Leadership
- Critical thinking
- Problem solving
- Numerical computation
- Sound decision making
- Oral and written communication
- Organization
- Computer literacy
- Activity planning
- Flexibility
- Ability to be a team player
- Coordination of activities
- Staff and activity directing
- Cross-cultural skills
- Interpersonal skills
- Data analysis and interpretation

Who do I contact at SFCC?
School of Business & Applied Technologies
Call: 428-1308

Websites for career information:
www.careerclusters.org/16clusters.cfm
<http://online.onetcenter.org/find/>

