

What Can I Do With a Major in...

BUSINESS ADMINISTRATION

Professionals in Business Administration perform a broad range of business duties in virtually every sector of the economy including financial institutions, nonprofit organizations, and government offices. Employment areas in the field include human resources, sales, marketing, management, banking, and advertising.

What type of career can I have with this major?

Since this major is so comprehensive, you will have a variety of excellent employment opportunities.

- Account Clerk
- Booking Agent
- Bookkeeper
- Budget Officer
- Buyer
- Claims Adjuster/Agent/Examiner
- Compensation Analyst
- Computer Programmer
- Computer Sales
- Credit Authorizer
- Credit and Collections Officer
- Data Entry
- Financial Planner
- Inventory Control Manager
- Liaison Officer
- Loan Officer
- Payroll Clerk
- Placement Specialist
- Project Manager
- Wholesale Sales Representative

Where can I work?

This profession provides you with a choice of various work environments including government agencies, non-profit organizations, for-profit agencies, and public and private companies.

- Accounting Firms
- Banks
- Computer Industries
- Finance Companies
- Government Agencies
- Health Care Industries
- Hotels
- Insurance Companies
- International Organizations
- Labor Unions
- Multinational Manufacturers
- Real Estate Development Companies
- Retail Stores
- Stock/Securities Brokers
- Travel/Transportation Industries

What type of professional organizations and resources are available in this industry?

There are many professional organizations that offer resources, articles, job opportunities, training and conference information. We suggest you visit each organization's website to gather more information and contacts in your field.

- American Accounting Association
- American Advertising Federation
- American Association of Advertising Agencies
- American Bankers Association
- American Institute of Certified Public Accountants
- American Insurance Association
- American Management Association
- American Society for Public Administration
- Association for Investment Management and Research
- Council of State Governments
- Financial Executives International
- Financial Planning Association
- National League of Cities
- National Management Association
- Public Relations Society of America
- Securities Industry Association

What type of Business Administration program does San Diego Mesa College offer?

The Business Administration program at San Diego Mesa College prepares students for either direct employment into business or transfer to a four year Business Administration program. Classes include marketing, business communications, business law and the legal environment, financial accounting, managerial accounting, information systems, and economics. Knowledge of these skills and tools will assist students seeking an entry-level position upon graduation.

- Certificate of Achievement: Business Administration
- Associate in Science: Business Administration | Business Administration for Transfer

See college catalog for program descriptions, course titles, and areas of emphasis.

San Diego Mesa College Career Center | www.sdmesa.edu/career-center

Stay Connected: <https://www.facebook.com/SDMCCareerCenter> | LinkedIn: goo.gl/zpFeAl

Degree/Certificate in... **BUSINESS ADMINISTRATION**

Associates Degrees/Certificates

Getting Started

- Step 1:** [Application](#) - Start by completing the online application for admission
- Step 2:** [Orientation](#) - Complete the online New Student Orientation (Flash player required)
- Step 3:** [Assessment](#) - Visit the Assessment office to learn about English and math testing
- Step 4:** [Advisement](#) - Complete the online First Semester Planning Workshop
- Step 5:** [Registration](#) - Register for classes

While You're Taking Classes

- | | | |
|--|----------------------|------------------------------|
| Update your resume and craft a cover letter | Attend job fairs | Conduct industry research |
| Look into volunteer/internship opportunities | Perform job searches | Think about transfer options |

See the Transfer or Career Center for assistance

Transfer Options

Getting Started

- Join a professional business association as a student member
- Decide if you will major in business for transfer
- Map out where you want to transfer for your business Bachelor's degree

Exploring your Emphasis/Concentration

An emphasis provides business majors an opportunity to explore a concentration within a broad degree. Unit requirements vary by institution. Most times declaring an emphasis is optional. Here are a few different emphases offered at surrounding universities:

- Accounting • Entrepreneurial Finance • Finance • Global Supply Chain Management • International Business • Management • Management Information Systems • Marketing • Real Estate

Education Planning

Fall semester 1st year (1-15 units):

- 1) Attend transfer workshops
- 2) Review articulation agreements
- 3) Map general education (GE) requirements
- 4) Identify 4-year institutions to apply
- 5) Attend a Transfer Fair
- 6) Meet with a counselor

Spring semester 1st year (16-30 units):

- 1) Continue to attend transfer workshops
- 2) Check-in with a counselor to make sure your educational plan is on track
- 3) Seek tutoring assistance in the academic skills center to keep your grades competitive

Fall semester 2nd year (31-45 units):

- 1) Submit admissions applications to 4-year institutions: Fall for CSU/UC; Early spring for private and out-of-state institutions
- 2) Identify deadlines and due dates for admissions transcripts and other documents

Spring semester 2nd year (46-60 units):

- 1) Identify deadlines and due dates for admissions transcripts and other documents
- 2) Submit your FAFSA between January 1st-March 1st.
- 3) Turn in your deposit and registration forms to the institution you decide to attend.
- 4) Attend the transfer orientation event(s) at your new campus
- 5) Complete academic coursework and transfer!

While You're Taking Classes

- Update your resume
- Prepare a cover letter
- Complete an internship in business
- Build your network
- Maintain a strong GPA
- Hold a leadership position in a business club/society
- Find a mentor
- Conduct informational interviews with individuals in your desired position(s)
- Visit your Career Center as much as possible!