

Degree/Certificate in... **BUSINESS MANAGEMENT**

Those employed in the Business Management sector are responsible for developing and/or managing a wide array of services in many different industries, including financial, advertising, health care, and transportation.

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.

- Administrator – Non Profit Organization
- Advertising Director
- Air-Traffic Controller
- Brokerage Clerk
- Buyer
- Caterer Manager
- Claims Adjuster
- Credit Authorizer
- Department/Office Manager
- Facility Manager
- Hotel Manager
- Human Resources Manager
- Industrial Relations Director
- Labor Relations Manager
- Production Development Manager
- Property Manager
- Public Relations Specialist
- Training and Development Specialist

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.

- Banks
- Electronic and Computer Companies
- Finance Companies
- Government Agencies
- Hotels
- Import/Export Companies
- Insurance Companies
- International Organizations
- Labor Unions
- Multinational Manufacturers
- Real Estate Development Companies
- Restaurants
- Retail Stores
- Securities Firms
- Travel/Transportation Industries
- Credit Unions

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 Management Association
- Financial Management Association International
- Financial Managers Society
- Healthcare Financial Management Association
- Institute of Certified Professional Managers
- International City/County Management Association
- International Facility Management Association
- National Association of Credit Management
- National Contract Management Association

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

The Business Management program at San Diego Mesa College is intended for those who want to pursue a targeted business occupation of choice leading to direct employment. Flexible course selection is emphasized to enable students to achieve their specific educational, vocational, and personal goals. Knowledge of these skills and tools will assist students seeking an entry-level position upon graduation.

- Certificate of Achievement: Business Management
- Associate in Science: Business Management

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

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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 management association as a student member.
- Map out where you want to transfer for your business management 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:

- Entrepreneurship • Human Resource Management • International Business • Global Business • Nonprofit Management

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) Seeking 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!