

CAREER INSIGHT

BUSINESS  
ADMINISTRATION

Business Administration professionals are specialists in charge of keeping businesses of all types running smoothly. Though their areas of expertise may vary, these executives act as supervisors over others to ensure that budgets are enforced, operations are efficient, and organizational goals are met.

KEY FINDINGS

General and operations managers oversee operations that are too diverse and general to be classified into one area of management or administration – and therefore must be well-versed in multiple industry settings and varied aspects of business management.

Work requirements vary by industry of management, but all managers often require a time investment of on-the-job work experience to be prepared for leadership.

Organizational and interpersonal skills intersect often in management work.

MOST IMPORTANT TASKS AND DUTIES

1

Oversee activities directly related to making products or providing services.

2

Direct and coordinate activities of businesses or departments concerned with the production, pricing, sales, or distribution of products.

3

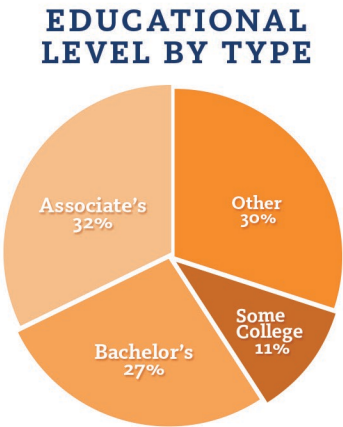
Review financial statements, sales and activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement.

4

Manage staff, preparing work schedules and assigning specific duties.

5

Direct and coordinate organization's financial and budget activities to fund operations, maximize investments, and increase efficiency.



EMPLOYMENT OVERVIEW							
CALIFORNIA EDD, OES 2014		CHIEF EXECUTIVE OFFICERS*	GENERAL AND OPERATIONS MANAGERS*	SALES MANAGERS*	FINANCIAL MANAGERS	TRAINING AND DEV. MANAGERS	FIRST-LINE SUPERVISORS OF NON-RETAIL SALES WORKERS
ORANGE COUNTY	ANNUAL SALARY	\$213,136	\$131,998	\$136,341	\$147,091	\$126,245	\$72,465
	PROJECTED EMP. GROWTH 2010-2020	1.70%	1.00%	10.50%	9.10%	19.20%	5.80%
CALIFORNIA	ANNUAL SALARY	\$192,995	\$126,195	\$133,832	\$140,865	\$124,895	\$75,166
	PROJECTED EMP. GROWTH 2010-2020	4.38%	6.38%	17.58%	13.51%	18.52%	13.94%
UNITED STATES	ANNUAL SALARY	\$178,400	\$116,090	\$123,150	\$126,660	\$107,770	\$82,890
	PROJECTED EMP. GROWTH 2010-2020	5.30%	12.40%	8.30%	8.90%	11.20%	-0.80%

\* "Bright Outlook" -occupations are expected to grow rapidly in the next decade, will have large numbers of job openings, or are new/emerging occupations according to the U.S. Department of Labor.

RELATED COURSEWORK

Business Administration Certificate Program	Business Ethics and Workplace Politics
Human Resources Management Certificate Program	Organizational Leadership and Communication Certificate Program
Essentials of Management	