



**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. 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.

**INTERESTS**

(THINGS YOU LIKE TO DO)

- Retail management
- Learning how businesses operate
- Organizing
- Planning
- Directing
- Working with data and numbers
- Working on projects with others



**SKILLS**

(THINGS YOU WILL LEARN & USE)

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

**LAVC DEGREES & CERTIFICATES OFFERED:**

The Business Administration Department at Los Angeles Valley College provides a comprehensive set of classes that give students the tools to be successful in business. Most of the classes include real-life team projects and class presentations to help students learn how to communicate effectively, take initiative, be team players, and exhibit professional behavior and leadership.

LAVC offers the following degrees and certificates:

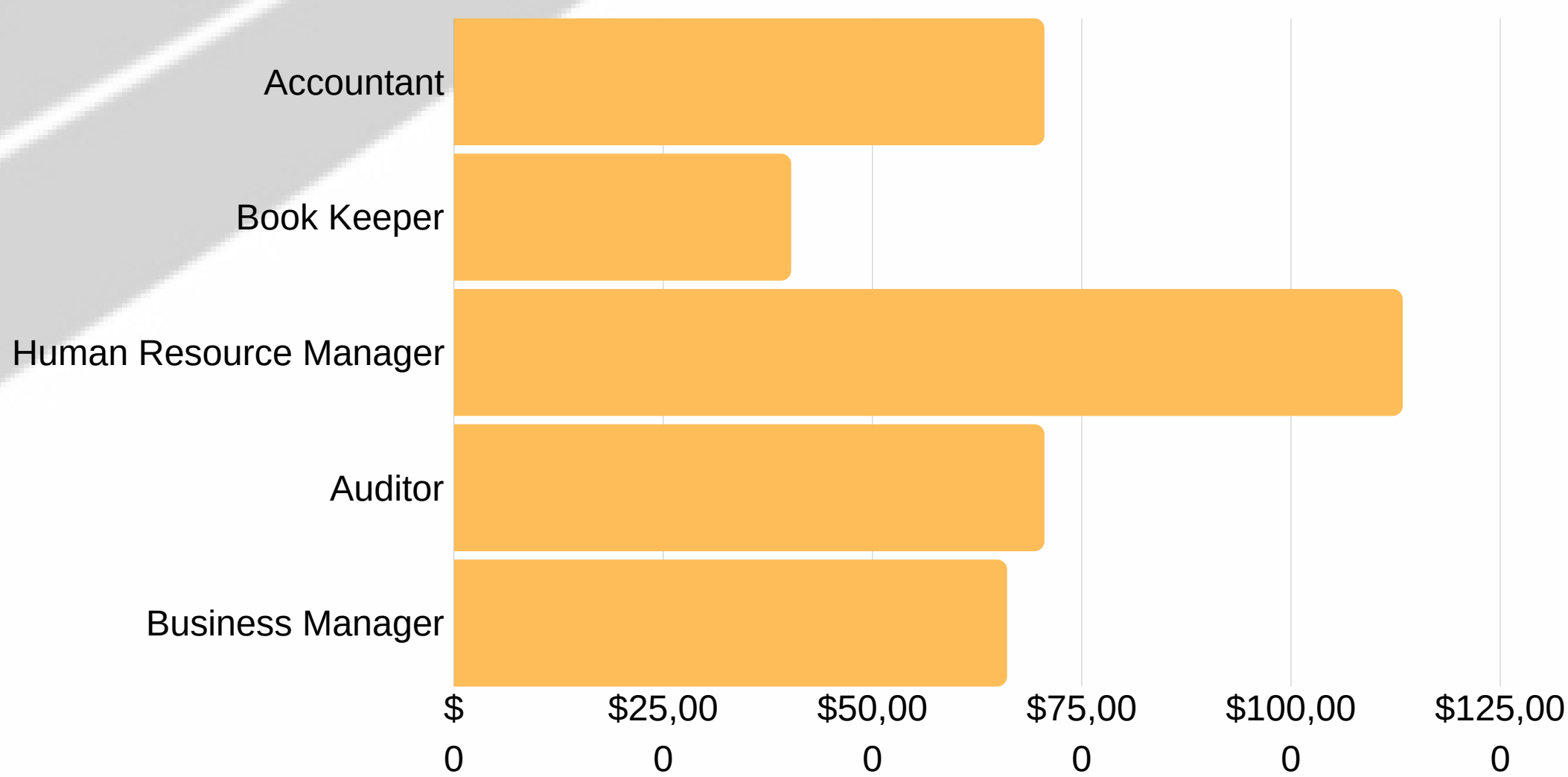
- **Associate of Science for Transfer (AS-T ) in Business Administration**
- **Associate of Arts (AA) in Accounting**
- **Associate of Arts (AA) in Banking and Finance**
- **Associate of Arts (AA) in Management**
- **Associate of Arts (AA) in Marketing**
- **Associate of Arts (AA) in Real Estate**
- **Certificate of Achievement in Accounting**
- **Certificate of Achievement in Banking and Finance**
- **Certificate of Achievement in Business Management**
- **Certificate of Achievement in Marketing**
- **Certificate of Achievement in Property Management**
- **Certificate of Achievement in Real Estate**
- **Certificate of Achievement in Retail Management**



TRANSFER RELATED MAJORS:

- CSU Dominguez Hills: Business Administration
- CSU East Bay: Business Administration
- CSU Fullerton: Business Administration
- CSU Los Angeles: Business Administration
- CSU Long Beach: Business Administration
- Cal Poly Pomona: Business Administration
- CSU Northridge: Business Administration
- UC Berkeley: Business Administration
- UC Irvine: Business Administration
- UC Los Angeles: Business Economics

EARNINGS\*



\*Earnings can vary by occupation and experience. The following are median wages as of 2018 in California based on CaliforniaCareerZone.org

FOR MORE INFORMATION:

- www.lavc.edu/transfer
- https://www.lavc.edu/business-administration/Resources.aspx
- www.assist.org
- www.eureka.org
- www.careerzone.org
- www.onetonline.org
- http://degrees.calstate.edu/
- https://admission.universityofcalifornia.edu/counselors/files/undergraduate\_majors\_list.pdf

RELATED OCCUPATIONS

- Accountant
- Consultant
- Bookkeeper
- Human Resources Manager
- Small Business Owner
- Contract Administrator
- Personal Agent
- Operations Manager
- Administrative Executive
- Auditor
- Business manager
- Office clerk
- Chief information officer
- Financial analyst

POTENTIAL EMPLOYERS

- Real estate brokers
- Public Affairs Offices
- Business Owner
- Banks
- Developer
- Corporations
- Healthcare
- Food Chains

This general information is provided by the LAVC Career/Transfer Center. For specific information about majors and careers please make an appointment to see a counselor either online, in person at the Counseling Department (Student Services Annex) or by phone at (818) 947-2474.