



College to Career Connection...

Business Administration

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. Motivated, organized personalities will thrive in business, where environments are often high-powered. Business administration is a term used to describe a set of activities necessary to maintain the level of operations within business organizations. 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.

[COC -Business Administration Associate in Science for Transfer \(AS-T\)](#)

Potential Industries/Employers

- Financial Companies
- Software and Technology Companies
- Federal Reserve Banks
- Appraisal firms
- Developers
- Small/Private Businesses
- Corporations
- Department Stores
- Food Chains
- Public Affairs Offices
- Insurance Firms
- Apartment and Condominium Complexes

Possible Job Titles

- Accountant
- Administrative Executive
- Banker
- Chief Executive Officer
- City Manager
- Social Media Manager
- Consultant
- Human Resources Manager
- Sales Manager
- Public Relations Specialist
- Retail Manager
- School Administrator
- Operations Manager
- Financial Advisor
- Entrepreneur
- Tax Manager
- Billing Clerk
- Bookkeeper
- Budget Analysts

How this Major Helps You Move Forward:

Skills Advancement

While College of the Canyons does not endorse all of these opportunities, we aim to provide access:

- [Internships](#)
- [Lynda.com Courses](#)
- [Future Business Leaders of America \(FBLA\)](#)
- [American Institute of Certified Public Accountants CPE and Conferences](#)
- [Volunteer Income Tax Assistance \(VITA\)](#)

CSU/UC Major Preparation (BA/BS)

- [CSUN: Business Administration B.S. \(with options in Business Law\)](#)
- [CSUCI: Business B.S.](#)
- [CSULA: Business Economics B.S.](#)
- [CSULA: Marketing B.S.](#)
- [CPSLO: Business Administration B.S.](#)
- [CPP: Business Administration B.S. with eBusiness](#)
- ... and more!

Additional information can be found at:

- [What Can I do With this Major](#)
- [COC Business Department](#)
- [Labor Market Information](#)
- [Assist: Student Transfer Information System](#)
- [Occupational Outlook Handbook](#)
- [ONET OnLine: Job and Career Exploration](#)
- [Linkedin Alumni Tool](#)

Associations

Association is a group of people who come together for a common purpose. You can find helpful information about jobs and careers.

- [American Management Association \(AMA\)](#)
- [Association for Operations Management \(APICS\)](#)
- [National Association for Female Executives \(NAFE\)](#)
- [Virtual Business Management](#)
- [Directory of Associations](#)

This is a general information. It is not an exhaustive, comprehensive list. For specific information on majors and careers please connect with your professors and visit the counseling center at <https://www.canyons.edu/student-services/counseling> | 3/19/21