



GROSSMONT COLLEGE



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GROSSMONT COLLEGE

Career Technical Education WORKFORCE DEVELOPMENT

BUSINESS ADMINISTRATION

Certificates/Degrees and State Certified Academies for Career Preparation

Accounting • Banking

Budget Analyst • Business Publications

Claim Agent • Computer Operations

Controller • Finance Manager

Insurance Agent

Business Administration Degree for Transfer

Many courses available online!

• Career Opportunities •

Accountant* • Administrative Assistant

Advertising/Marketing* • Banking

Budget Analyst* • Business Publications

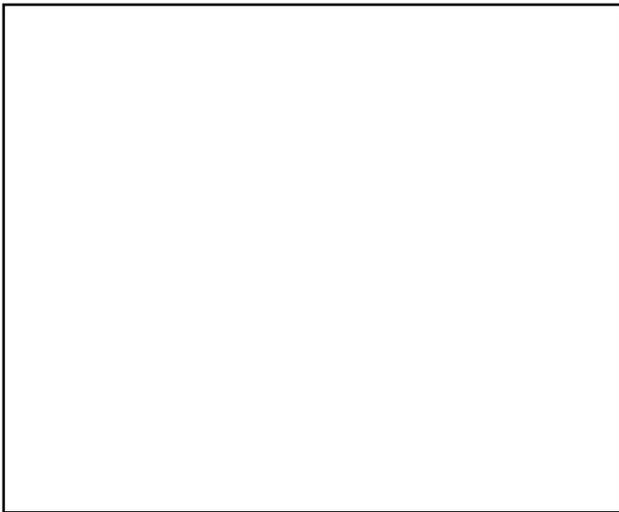
Claim Agent • Computer Operations

Controller* • Financial Manager*

Insurance Agent+ • Lawyer*

** Bachelor's Degree or higher required.*

+Bachelor Degree normally recommended.



Governing Board Members

Greg Barr • Bill Garrett • Edwin Hiel
Debbie Justeson • Mary Kay Rosinski

Student Board Members

Evan Esparza • Sebastian Caparelli

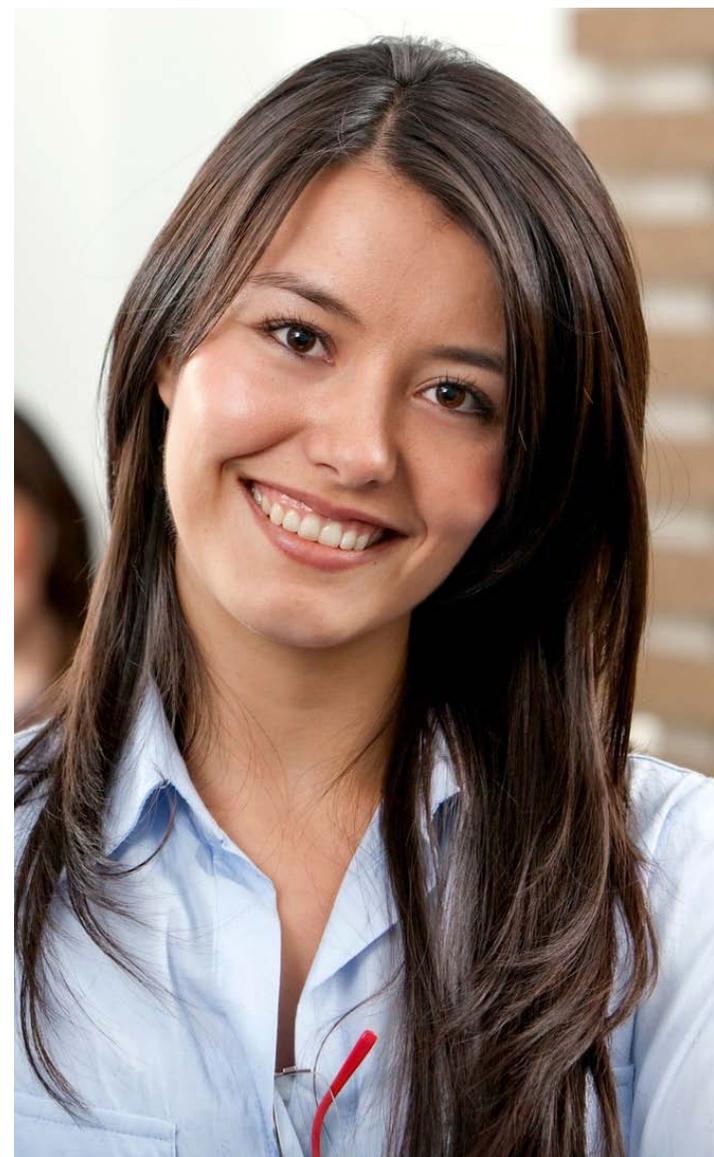
Chancellor

Cindy L. Miles, Ph.D.

President

Nabil Abu-Ghazaleh, Ed.D.

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Is Business Administration for YOU?

In business, day-to-day operations are as important as long-term plans for the future. A career in business touches on information technology, accounting principles, leadership skills, ethics and international relationships. Entrepreneur, manager, Fortune 500 executive ... business careers are more than cubicle farms, suits and 9-to-5 schedules, and there's incredible room for growth in the field.

Working your way up the ladder can be both challenging and rewarding, with business administration roles in every industry. Skills you acquire in one capacity will translate into others as your career path evolves.

What do business administrators do?

- Establish and carry out departmental or organizational goals, policies and procedures
- Direct and oversee an organization's financial and budgetary activities
- Analyze financial statements, sales reports and other performance indicators
- Identify places to cut costs and to improve performance, policies and programs
- Manage general activities related to making products and providing services
- Innovate by applying new technologies in the workplace
- Negotiate or approve contracts and agreements



What education or certification will I need for a career in Business Administration?

The Business Administration curriculum is designed to give students a well-balanced introduction to a professional career in business. For students who choose to work toward a bachelor's degree, see your counselor or consult the four-year college or university catalog.

Certificate of Achievement

Any student who chooses to complete only the courses required for the above major qualifies for a Certificate of Achievement in Business Administration. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

San Diego's largest business employers:

- Sharp Healthcare
- Qualcomm Inc.
- YMCA of San Diego County
- General Atomics Aeronautical Systems
- Sempra Energy

Job Growth: According to the U.S. Bureau of Labor Statistics 2016-2017 Occupational Outlook Handbook, the demand for business administrators is expected to grow 5 – 9 % across all occupations.

National long-term projections of employment growth may not reflect local and/or short-term economic or job conditions, and do not guarantee actual job growth.

What can I expect to earn with a degree or a certificate in Business Administration?

The California Community College's Salary Surfer tool shows significant increases in earning potential after earning a certificate in Business Administration, whether or not you complete your degree. As with almost all careers, the higher certificate or degree you hold, the higher your salary. A degree in business administration can add \$2,000 to \$5,000 or more per year in earning potential.

Curriculum	Award Type	Median Annual Salary		
		2 Years Before	2 Years After	5 Years After
Accounting	Degree	\$25,801	\$35,334	\$40,709
	Certificate	\$26,886	\$36,934	\$40,248
Banking & Finance	Degree	\$40,210	\$35,904	\$46,720
	Certificate	\$26,005	\$28,425	\$27,525
Business Administration	Degree	\$25,534	\$37,198	\$44,499
	Certificate	\$29,026	\$37,303	\$45,541
Business Management	Degree	\$37,552	\$42,236	\$48,839
	Certificate	\$36,132	\$41,104	\$42,093
International Business & Trade	Degree	\$16,515	\$32,191	\$31,571
	Certificate	\$10,114	\$33,271	\$46,234
Management Development and Supervision	Degree	\$44,713	\$51,764	\$47,645
	Certificate	\$57,437	\$61,983	\$64,417

*Source: California Community Colleges: Salary Surfer
The salary information listed is based on averages, unless noted. Actual salaries may vary greatly based on specialization within the field, location, years of experience and a variety of other factors.*

