

# ASSOCIATE OF APPLIED SCIENCE IN BUSINESS ADMINISTRATION



## What does a Business Administrator do?

Business Administrators may plan, direct, and coordinate activities that help an organization run efficiently. The specific responsibilities vary, but these managers typically maintain facilities and supervise activities that include recordkeeping, mail distribution, and office upkeep. In a small organization, they may direct all support services and may be called the business office manager. Large organizations may have several layers of administrative managers who specialize in different areas.

## How will Asher College prepare me for this career?

The Associate of Applied Science in Business Administration (AAS-BA) degree program prepares students:

- To become employable in Business Administration and Management
- Knowledge of basic computer fundamentals and Microsoft Office applications
- Introduction to modern accounting theories and principles
- Proficiency in operating office equipment, sending email, writing correspondence; organizing, preparing, storing, and distributing information
- With an introduction to entrepreneurship, marketing and project management

## What characteristics are important in this field?\*

- **Analytical skills:** Administrative services and facilities managers must be able to review an organization's procedures for ways to improve efficiency.
- **Communication skills:** Administrative services and facilities managers often work with others. They must be able to convey ideas clearly, both orally and in writing.
- **Detail-Oriented:** Administrative services and facilities managers must pay attention to details across a range of tasks, such as ensuring that the organization complies with building codes and managing the process of buying equipment.
- **Leadership skills:** In directing workers and coordinating organizational duties, administrative services and facilities managers must be able to motivate employees and handle problems that arise.

## What are the job opportunities in this Career?

The AAS-BA degree program is appropriate for basic supervisory or management positions, including:

- Administrative Coordinator
- Business Administrator
- Administrative Director or Manager
- Business, Facilities, or Office Manager
- Administrative Specialist

## What is the Salary Potential and the job outlook in this field?

Asher College provides career-training programs for entry and mid-level positions. Salaries vary depending on geographical location, economic conditions, and willingness to relocate. Salaries by occupation and specific location can be found at [www.onetonline.org](http://www.onetonline.org). National figures for labor market activity, working conditions, and price changes in the economy are available at [www.bls.gov/ooh/](http://www.bls.gov/ooh/) or you can visit the campus career services department to learn where Asher graduates work and the beginning salaries in their respective careers.

## What is the job outlook for the next 10 years?\*

Employment of administrative services and facilities managers is projected to grow 6 percent from 2019 to 2029, faster than the average for all occupations. Administrative tasks, including facilities management and records and information management, will remain important in a range of industries.

## What are the typical working hours for this career?\*

Most Business Administrators work full time, and some work more than 40 hours per week. Facilities managers often are on call to address problems that arise at all hours.

\*Reference: <https://www.bls.gov/>



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ASHER ID	COURSE NAME
DL101	Digital Literacy
MOE100	Microsoft Essentials
TF100	Typing Fundamentals
ACC110	Introduction to Accounting
CD101	Career Success
PCS100	Computer Fundamentals
GE102	Business Communications
GE104	Introduction to Business
GE105	Principles of Management
BUS101	Business Law & Ethics
BUS102	Principles of Marketing
BUS103	Human Resources
BUS104	Entrepreneurship
BUS105	Introduction to Project Management
CD201	Advanced Career Development
GE108	Leadership
GE107	Introduction to Psychology
GE101	Critical Thinking
GE103	Business Math
GE106	American Government



## How long will it take to complete my education?

**Full time** = 19 months (24 hours per week)

**¾ time** = 21 months (18 hours per week)

**Half Time** = 24 months (12 hours per week)

**Program includes: books, tuition, certification exams, tutoring, and career service assistance.**

\*CA Students are also subject to Student Tuition Recovery Fund (STRF) fees from the California Bureau for Private and Postsecondary Education (BPPE).

Program Accredited By:



For more information on our programs, our catalogs can be viewed at <https://asher.edu/disclosures/>

**www.Asher.edu**

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