

A.S. in Business Management

Description of the Business Management Program:

The A. S. in Business Management provides training for students in entry-level managerial positions in the private sector. The program also offers courses which may be transferred to a baccalaureate program, thereby allowing the option of further study for the graduate in business management.

For more information, see link below

<http://www.hostos.cuny.edu/Hostos/media/Pathways/Business-Management-AS.pdf>

Skills:

Analytical skills. Administrative services managers must be able to review an organization's procedures and find ways to improve efficiency.

Communication skills. Much of an administrative services manager's time is spent working with other people. Therefore, communication is a key quality.

Detail oriented. Administrative services managers must pay attention to details. This quality is

necessary across a range of tasks, from ensuring that the organization complies with building codes to managing the process of buying equipment.

Leadership skills. In managing workers and coordinating administrative duties, administrative services managers must be able to motivate employees and deal with issues that may arise.

Employment Opportunities:

Entrepreneur, Retail Sales Supervisor, Manager, Sales Manager, Advertising Managers, Office Managers, Human Resources Assistant, Store Manager, Marketing Assistant, Purchasing Assistant, Loan Officers

Employment Outlook:

The future of the Business Management field is solid. The U.S. Bureau of Labor Statistics projects that job openings will grow 17% through 2014. This reflects the increasing complexity of corporate transactions and growth of government. Professionals with the skills to make sure that businesses operate efficiently will be needed.

Career Path: <https://www.bls.gov/oes/current/oes411011.htm#ind>

Salaried supervisors of retail sales workers with an Associate Degree had median annual earnings of \$43,910 in May 2016.

Career Coach – Search career information and current local wage data

<https://hostos-cuny.emsicc.com/careers/first-line-supervisor-of-retail-sales-workers/about>