



Specialized Skills

Time Management
 Critical Thinking
 Decision-Making
 Negotiation
 Oral and Written Communication
 Delegation

Specialized Skills may be obtained or enhanced during the course of the student's learning experience. Specialized Skills are defined and provided by NACADA: The Global Community for Academic Advising www.nacada.ksu.edu

Certifications and Professional Development

Microsoft Office Professional
 Basic Accounting with QuickBooks
 QuickBooks Advanced Training
 Social Media for Business
 Professional Writing

These and other **Certifications and Professional Development** options offered by the Center for Continuing Education and Workforce Development. www.bmcc.cuny.edu/ce

Professional Organizations

The International Association of Administrative Professionals (IAAP)
 National Human Resources Association (NHRA)
 American Management Association
 American Marketing Association (AMA)
 The American Finance Association (AFA)

Helpful Career Links

BMCC Career Center
www.bmcc.cuny.edu/career

Internships and Experiential Learning
www.bmcc.cuny.edu/experiential

Business Management
www.bmcc.cuny.edu/academics/departments/business-management/business-administration

Business Administration A.S.



The Business Administration program, administered by the Business Management Department, provides students with a general education background and a strong foundation in basic business. After completion of the program, students may transfer to a senior college or university to attain the baccalaureate degree in business. The Business Administration program awards the Associate in Science (A.S.) degree.

Articulation Agreements

Alfred University
 B.S. in Business Administration

CUNY Medgar Evers College
 B.S. in Financial Economics

CUNY School of Professional Studies
 B.S. in Business

Long Island University Brooklyn Campus
 B.S. in Business Management, Entrepreneurship or Marketing

Rennes School of Business (France)
 International Bachelor Program in Management

St. John's University
 Various Degrees

Mercy College
 B.S. in Business Administration

Other Transfer Options

Fordham University

Rutgers University

Baruch College / CUNY

Brooklyn College / CUNY

Lehman College / CUNY

York College / CUNY

Career and Salary Possibilities*

Sales Manager (\$32,000–\$131,000)	Loan Officer (\$30,000–\$76,000)
Human Resource Managers (\$42,000–\$97,000)	Real Estate Agent (\$22,755–\$216,042)
Chief Executive Officer (\$74,000–\$403,000)	Credit Manager (\$40,000–\$101,000)
Business Consultant (\$47,000–\$128,000)	

* **Career and Salary Possibilities** are not guaranteed. Additional education, training or experience may be required and salary ranges may vary depending on location, industry and education level. Career and salary data provided by Career Coach.