



Improve your CAREER OUTLOOK in the business world!

Whether you want to improve your value to your current employer or are just starting your career journey, you can build the strong foundation you need in today's competitive business environment!

The Business Administration Fastrack Certificate (CCL) program at SCC can help you develop a wide range of skills in the most important areas of business. The best part? You can reach your goal quickly through a set of fast and focused, 8-week classes!



Scottsdale Community College
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www.scottsdalecc.edu



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SCOTTSDALE
COMMUNITY COLLEGE
A MARICOPA COMMUNITY COLLEGE

BUSINESS ADMINISTRATION FASTRACK CERTIFICATE



**YOUR FUTURE
IN BUSINESS
ADMINISTRATION
STARTS HERE!**



WHAT IS BUSINESS ADMINISTRATION?

Business administration involves planning and oversight of core business functions including general management, finance, accounting, project management, information technology, human resources, marketing, international business, logistics, and strategic planning.

When you possess skills in business administration, you have opportunities in many entry-level management and planning careers. From major corporations to small businesses, every company needs skilled planners, managers, and administrators in order to succeed.



As a business administration professional, you will have an opportunity to impact day-to-day operations as well as long-term plans. There are many pathways for growth, which can lead to challenging and rewarding careers.

BUSINESS ADMINISTRATION FASTRACK AT SCC

Scottsdale Community College (SCC), accredited by the Higher Learning Commission, offers the Certificate (CCL) in Business Administration Fastrack for students who wish to pursue business as a career. The program provides opportunities for individuals to update, upgrade, or develop essential business skills. The program's focus is preparing students for job advancement and career opportunities in today's business environment as defined by industry practitioners. Each course includes learning activities and projects which may be taken in an accelerated, eight-week format. The Business Administration Fastrack CCL leads directly into the Associate in Applied Science Degree (AAS) in Management or the AAS in General Business.



WHY TAKE BUSINESS ADMINISTRATION FASTRACK CERTIFICATE PROGRAM AT SCC?

- Complete the CCL in as little as two semesters.
- Build a schedule that suits you.
- Take courses in a fast and focused 8-week format.
- All classes may be taken on-line.
- Learn from instructors with real world business experience.

COURSE	DESCRIPTION
ACC111 Accounting Principles I (3 credits)	Fundamental theory of accounting principles and procedures.
GBS120 Workplace Communication Skills (3 credits)	Reviews planning, organization, development, and evaluation of written/oral communication in business settings.
GBS151 Introduction to Business (3 credits)	Examines characteristics and activities of current business trends, including marketing, management, and finance.
GBS205 Legal, Ethical, and Regulatory Issues (3 credits)	Examines legal theories, ethical issues, and regulatory climate affecting business policies and decisions.
MGT126 Customer Service Skills & Strategies (3 credits)	Explores strategies to help improve job performance and develop a service-oriented philosophy. Focuses on both internal and external customers.
MGT175 Business Organization and Management (3 credits)	Covers basic principles of managing quality and performance in organizations. Emphasizes continual improvement, ethics, and social responsibility.
MGT251 Human Relations in Business (3 credits)	Analyzes motivation, leadership, communications, and other human factors.
MGT253 Owning & Operating a Small Business (3 credits)	Covers starting, organizing, and operating a small business.
MGT271 Principles of Marketing (3 credits)	Analyzes the marketing process and environment with regard to the product, pricing, distribution, and communication in order to satisfy buyer needs.

27credits total

CAREER OUTLOOK

There are currently an estimated 348,100 business administration jobs in the United States.

This sector is expected to grow by 7% between 2021 and 2031, adding another 23,600 jobs.

The median annual wage for administrative services managers was \$100,170 in May 2021.

Source:

U.S. Bureau of Labor Statistics.

<https://www.bls.gov/ooh/management/administrative-services-managers.htm>

Take Your
BUSINESS ADMINISTRATION
skills to the NEXT LEVEL!

CONTACT US TODAY

Wanting to take a class? Earn a certificate or pursue a degree? We can help you discover the knowledge and skills to improve your career and your life.

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