

# 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.



## 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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**SCOTTSDALE  
COMMUNITY COLLEGE**  
A MARICOPA COMMUNITY COLLEGE

## **BUSINESS ADMINISTRATION FASTRACK CERTIFICATE**



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

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

## CAREER OUTLOOK

There are currently an estimated 377,800 business administration jobs in the United States.

This sector is expected to grow by 5% between 2022 and 2032, adding another 19,900 jobs.

The median annual wage for administrative services managers was \$104,900 in May 2023.

About 31,400 openings for administrative services and facilities managers are projected each year, on average, over the decade.

### Source:

U.S. Bureau of Labor Statistics

[www.bls.gov/ooh/management/administrative-services-managers.htm](https://www.bls.gov/ooh/management/administrative-services-managers.htm)

**Take Your  
Business administration  
skills to the next level!**

**Want to take a class or  
earn a certificate?**

**TO LEARN MORE,  
CONTACT US TODAY!**

**[business.school@scottsdalecc.edu](mailto:business.school@scottsdalecc.edu)**

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