

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
9000 E. Chaparral Road
Scottsdale, AZ 85256-2626

www.scottsdalecc.edu



The Maricopa County Community College District (MCCCD) is an EEO institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit www.maricopa.edu/non-discrimination.



**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
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)	Analysis 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.

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

**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

480.423.6253



bit.ly/scc-bus-admin-fast

www.scottsdalecc.edu