

## A.S. in Business Management

### Description of the Business Management Program:

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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:

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**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.

### Sample Job Titles:

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

### Employment Outlook:

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The future of the Business Management field is solid. The U.S. Bureau of Labor Statistics projects that job openings will grow 12% from 2016 to 2026. 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:

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

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

**Career Coach** – Search career information and current local wage data

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