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.