

# Business Administration

## Program Description

Students in Business Administration develop skills required to plan, organize, make effective decisions, communicate and lead complex organizations. Flexibility and choice of industries are two of the greatest benefits of a career in business administration. Students in the Business Administration program often work in business and seek an associate degree to advance in their field.

## Career Opportunities

Business Administration graduates have the opportunity to work in fields such as Human Resources, Marketing, Pre-law, Small Business, International Management, Sales, Accounting, Banking Finance, Management and Import/Export. Job opportunities in this field are abundant, especially in the Houston area. Houston is a key center for computer technology, import/export, manufacturing, heavy industry, and all types of commerce.

Earnings of administrative services managers vary greatly depending on the employer, the specialty, and the geographic area. According to the Occupational Outlook Handbook, median annual earnings of an administrative services manager is \$67,690. The middle 50 percent earned between \$48,200 and \$90,350.



# Business Administration

## Options

### Associate of Science Degree

Business Administration ..... 66-67 credit hours  
(2 years)

## Advantages of ACC

- Small classes and personal attention.
- Dedicated faculty who care about your success.
- Affordable tuition and fees – Financial assistance available to those who qualify.

For more information call [281-756-3660](tel:281-756-3660)  
or email [BusinessAdmin@alvincollege.edu](mailto:BusinessAdmin@alvincollege.edu).

Alvin Community College  
3110 Mustang Road • Alvin, TX 77511

281-756-3500

Disability Services  
TDD

281-756-3531  
281-756-3845

Alvin Community College does not discriminate against anyone on the basis of race, religion, color, sex, handicap, age, national origin, or veteran status. The college reserves the right to alter or discontinue courses and programs.

8/11

[AlvinCollege.edu](http://AlvinCollege.edu)