

# Business Careers

Careers in business offer opportunities in a wide variety of management and administrative positions. Business graduates may find jobs in all types of businesses, including restaurants, department stores, large and small private companies, in government and in education. In addition, some graduates start their own businesses. No matter, almost every organization and institution today has a business office. Entry-level managers and those experienced in accounting, marketing or economics are a necessity in all offices.

Business managers and administrators need to effectively direct business activities. Communication, decision-making, planning, organizing, evaluating and entrepreneurship skills are among those characteristics most desired by employers.

Business offers a path to enter just about any industry. In addition to the positions available in the wholesale and retail industries, business graduates find jobs in areas as diverse as entertainment, travel, health care, education and the social services. These wide-open opportunities give business graduates the chance to contribute in areas that suit their particular interests and goals.

## Job Outlook

Employment of administrative services managers is expected to grow about as fast as the average for all occupations through 2010, especially in firms specializing in management services, management consulting and facilities support services.

## Earnings

Earnings of administrative services managers vary greatly depending on the employer, the specialty and the geographic area. In general, median annual earnings of administrative services managers in 2000 were \$47,080. The middle 50 percent earned between \$32,550 and \$67,630. Earnings rise as responsibility levels at an organization increase. Top-level managers are among the highest paid workers in the nation.

## Related Programs

- Accounting
- Administrative Office Information Systems
- Computer Information Systems
- Entrepreneurship
- Financial Services
- Hospitality and Tourism Management
- Human Resources Management
- Marketing
- Word and Information Processing

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## Educational Opportunities in Business at LCCC

### *Associate of Applied Business in Business Administration-Management*

This program is designed to prepare students for transfer into a bachelor's degree program or employment in a variety of administrative and management positions. The focus of this program is skill building in areas of communication, decision-making, planning, organizing, evaluating and entrepreneurship.

### *Associate of Arts*

The associate of arts is for students who want to pursue bachelor's degrees in business by completing the first two or more years at LCCC.

## Other Educational Opportunities at LCCC

- Certificate of Proficiency in Entrepreneurship
- Certificate of Proficiency in Office Assistant
- Certificate of Proficiency in Word/Information Processing
- Associate of Applied Business in Accounting
- Associate of Applied Business in Administrative Office Information Systems
- Associate of Applied Business in Financial Services
- Associate of Applied Business in Computer Information Systems (Network Communications Technology)
- Associate of Applied Business in Computer Information Systems (Software Development)
- Associate in Applied Business in Computer Information Systems (Web Development)
- Associate of Applied Business—Entrepreneurship
- Associate of Applied Business in Human Resources Management
- Associate of Applied Business in Hospitality and Tourism Management

## Educational Opportunities in Business through LCCC's University Partnership

### **The University of Akron**

#### *Bachelor of Science in Accounting*

The accounting program in the George W. Daverio School of Accountancy is designed to prepare students to become competent and responsible accounting professionals. The accounting curriculum in the George W. Daverio School of Accountancy is designed to prepare the student for professional service, including sitting for professional examinations, and pursuing advanced study. The program is designed so that approximately three years of this partnership is LCCC coursework and just over one year is University of Akron coursework (39 semester hours). Akron courses are taught by Akron faculty via distance learning. Students can complete the degree in accounting in its entirety on LCCC's campus.

### **Kent State University**

#### *Bachelor of Business Administration-Business Management (Optional International Business Minor)*

Kent's Business Administration (major in Business Management) degree provides students with credentials that are important to getting that first job in business as an entry-level manager or manager trainee.

#### *International Business Minor Option*

Global business is fast becoming an important part of the U.S. economy. The world that college graduates are facing will essentially be a triad of powers (the United States and, perhaps, Canada and Latin America; Europe; and Japan and its Asian neighbors) and a "borderless" world. This suggests a need to be trained for employment that will have international implications. Whether the student takes a major in business, fashion design and merchandising, the hard sciences, English or education, some training in global outreach, cultural diversity, and "business cultures" will be necessary.

## About Lorain County Community College

Lorain County Community College continues to experience enrollment growth because attending LCCC is the most economical way to reach educational goals that help graduates become valuable players in the future economic growth of the county and region. Because of the variety and quality of learning opportunities LCCC provides, enrollment has grown 78 percent since 2000.

Lorain County Community College, which opened in 1963, is one of Ohio's leading colleges delivering credit programs at its Elyria campus and outreach centers in downtown Elyria, Lorain, Wellington and Brunswick. Plus more than 200 courses are offered via distance-learning education options, and the Associate of Arts degree can be completed entirely online.

Students can choose from more than 80 educational programs. Students can complete the first half — and sometimes more — of a bachelor's degree through LCCC's University Partnership, which brings eight universities to the LCCC campus offering 40 bachelor's and master's degree programs. Students can upgrade, retrain and improve current life skills.

In addition to providing a great education for those who enter college with aspirations of a degree, LCCC helps those who have changed their career goals, who want to broaden their horizons, and who want to return to work. LCCC provides learning and training for those who want to move up but find they need new or improved skills for the kind of professional opportunities they seek.

LCCC faculty is recognized locally and nationally for their work as professors and in other areas. They all have advanced degrees and real world experience and understand their primary responsibility at LCCC is to teach classes.

LCCC is fully accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, which is the regional accrediting authority for Ohio colleges and universities. Since opening its doors, LCCC has served more than 300,000 people. More than six million students enroll annually in credit courses at America's community colleges, representing about 46 percent of all students in higher education and about 56 percent of all first-time college entrants.

### **Many of These Programs Qualify for Work-Based Learning:**

- Paid internships and co-op job opportunities
- Work experience related to your major
- College credits
- Technical electives
- Career success

### **Program Qualifications**

- Enrollment in a qualified academic program
- Completion of at least 15 LCCC credit hours with six credits within your major
- An overall GPA of at least 2.0 and at least 2.5 within your major

For more information, contact LCCC Employment and Career Services at 440-366-4076, e-mail [careers@lorainccc.edu](mailto:careers@lorainccc.edu) or visit [www.lorainccc.edu/careers](http://www.lorainccc.edu/careers).



**Lorain County  
Community College**



**The University  
Partnership**

*of Lorain County Community College*

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