

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
- Banking and Finance
- Computer Information Systems
- Tourism
- Word and Information Processing

Business Careers

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. Students completing the associate of arts degree may transfer with junior (or higher) standing to the four-year university or college of their choice.

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 Banking and Finance
- 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 E-Business Technology
- Associate of Applied Business—Entrepreneurship
- Associate of Applied Business in Workplace Relations
- Associate of Applied Business in Tourism

Educational Opportunities in Business through LCCC's University Partnership

Kent State University

Bachelor of Business Administration-Business Management

The degree provides students with credentials that are important to getting that first job in business as an entry-level manager or manager trainee. The program is designed so that approximately three years of this partnership is LCCC coursework and the final year (33 semester hours) is Kent coursework. Kent courses are taught by Kent faculty either in person or via distance learning. Students can complete the business degree with a business management major in its entirety on LCCC's campus.

Master of Business Administration (PMBA)

The program prepares students for management and staff positions in regional, national, and international organizations through an emphasis on ethical leadership, teamwork, creative problem solving, global perspectives, and skilled applications of information technology.

MBA courses will be available each semester, with up to four courses from which to choose. Each course meets one night per week. Classes will be offered evenings, Monday through Thursday. PMBA students typically take one or two courses each semester. Typical length of the program is three to four years based on the student's undergraduate degree and number of courses taken each year. Courses will be taught simultaneously at the Kent State University campus. Students will be taught in real time and have interaction with the faculty and other students in the class using technology at both campuses.

About Lorain County Community College

Lorain County Community College is one of Ohio's leading colleges delivering distance learning education via the Internet. The College has expanded its delivery of programs and services through the 2001 opening of the LCCC Learning Center in Lorain. Partnerships with Lorain County's K-12 school districts have also led to important developments for the community. More than 1200 high school students participate in the Post Secondary Enrollment Options Program by enrolling in LCCC classes, making LCCC the state's largest community college provider of PSEO. More than 35 percent of Lorain County's top high school graduates choose to attend LCCC.

LCCC is one of Ohio's fastest growing colleges because of the variety of learning opportunities it provides. Students can choose from more than 80 educational programs. Students can complete the first half — and sometimes more — of a bachelor's degree. The University Partnership brings eight universities to the LCCC campus offering 39 bachelor's and master's degree programs. With the University Partnership at LCCC, the College partners with the state's finest universities to bring the best in bachelor's and master's degree programs right to the LCCC campus. Students can earn degrees that get them jobs immediately. Students can upgrade, retrain and improve current life skills. Students can learn in the classroom, at home and over the Internet.

LCCC offers a complete college experience. We understand that there's more to college life than attending classes. We offer many of the programs, sports, and activities available at large four-year universities and colleges. But, students will not have to stand in line behind juniors and seniors in the classroom, on the playing field, or in leadership positions. Students can immediately act in a play, sing in a musical group, serve as editor for the college newspaper, plan social activities, compete on the playing field, or set policy as a student government member.

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. Classes are small. Individual attention is plentiful.

To find out more, call (800) 995-LCCC or visit LCCC's Connections Center or the LCCC Learning Center in Lorain for all of your enrollment service needs, including admissions, registration, advising and counseling.



*Lorain County
Community College*



**The University
Partnership**

of Lorain County Community College

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Elyria, OH 44035
www.lorainccc.edu

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 or visit www.lorainccc.edu/careers.