



Business Administration Occupational Outlook

Employers expect college graduates to be good learners, to think critically and solve problems, to communicate clearly, to be self-directed, and to work well with others. The new workplace also requires people to be knowledgeable and be able to search out and apply administrative skills.

Job Description and Responsibilities

General responsibilities and types of jobs with a business administration qualification include:

- Developing and implementing solid business practices
- Addressing organisational problems and developing solutions to overcome them
- Employing leadership skills and recruiting team members
- Working with a variety of departments in a general manager or supervisor role
- Initiating and implementing new projects
- Organizing a team for specific projects and overseeing duties
- Assigning and delegating responsibility to employees or team members
- Evaluating financial reports and making decisions accordingly
- Conducting research in a variety of fields including marketing, financial analyses, and human resources
- Organizing and prioritizing projects—implementing effective project management initiatives

Skills required

After completing the Advanced Diploma in Business Administration, candidates can implement skills learnt in areas such as:

- Communication
- Accounting
- Time management
- Problem-solving
- Conflict resolution
- Organisational management
- Leadership
- Management Information System
- Analysis and decision-making
- Database Technology

Career Potential and Employment Prospects

Employment prospects look promising for those who have earned a business administration qualification. Opportunities for managers, supervisors, and organisational leaders will continue to grow, especially in the fields of Information Systems and Database Management. Individuals who are interested in travelling and working abroad may also find many options with a business administration qualification.

Typical salaries for managers and supervisors range widely depending on the industry, location of the company, and supervisory experience. Starting salary ranges for business administration and

management roles range from £15,000-£23,000 and increased offers are extended to those with more experience.

Related careers include:

- Commercial/Marketing Manager
- Lecturer
- Chief Administration Office
- Enterprise Project Manager
- Project Officer
- Accounts Payable Manager
- Chair/Vice President
- Administrative Officer
- Communications Manager
- Administrator
- Registrar
- Bookkeeper
- Office Manager
- Services Manager

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