

# BUSINESS

## BUSINESS

### OVERVIEW

#### The Occupations

Supervisor, Small Business Owner/Manager, Production Controller, Restaurant and Food Service Managers, Retail Sales Worker Supervisors and Managers Meeting, Event and Convention Planner Convention Manager, Shipping and Transportation Managers, Warehouse Supervisor

#### About the Occupations

Management is the process of coordinating and integrating work activities so they are completed efficiently and effectively with and through other people to accomplish organizational goals. The many job titles of managers reflect either the specific responsibility of a position or the industry in which the manager works. Supervisors direct the activities of their employees and make sure the work is done correctly, teach employees safe work practices, train new workers to learn different aspects of the job, interview and terminate employees, and help ensure that equipment and materials are used properly and efficiently. Small business managers run businesses that have less than 55 employees. Restaurant and food service managers help ensure effective and profitable operation of restaurants and institutional food service facilities. Retail sales worker supervisors and managers help ensure customers receive satisfactory service and quality goods. Meeting, event, and convention planners develop programs, market events or conventions, budget the event, choose locations, make travel arrangements, arrange entertainment, plan menus and choose caterers. Shipping and transportation managers directly supervise and coordinate activities of transportation and material-moving machine and vehicle operators.

Navarro College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Navarro College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Navarro College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

### CAREER OUTLOOK

WORK ENVIRONMENT	
Employers	<ul style="list-style-type: none"> <li>• Service companies</li> <li>• Wholesale and retail firms</li> <li>• Industrial and manufacturing companies</li> <li>• Businesses</li> <li>• Government and not-for-profit organizations</li> </ul>
Typical Schedule	<ul style="list-style-type: none"> <li>• Normal Work Week: 40-50 hours</li> <li>• Normal Work Days: weekdays</li> <li>• Some shift work in manufacturing/services</li> <li>• Some overtime/weekend/night work</li> </ul>
Tools and Equipment	<ul style="list-style-type: none"> <li>• Financial statements/inventory records</li> <li>• Production reports/sales reports</li> <li>• Work schedules/human resource records inventory reports/budgets/ computers/various software</li> <li>• Telephones/fax machines</li> </ul>
WORKER PORTRAIT	
Skills and Aptitudes	<ul style="list-style-type: none"> <li>• Motivates and maintains high employee morale</li> <li>• Good oral and written skills</li> <li>• Good organizational and time management skills</li> <li>• Exercises ethical behavior</li> <li>• Ability to approach various situations logically/objectively</li> <li>• Ability to make decisions and follow through with actions</li> </ul>
Interests	<ul style="list-style-type: none"> <li>• Enjoys variety/changing environment</li> <li>• Enjoys leading people to success</li> <li>• Likes to motivate people to achieve organizational success</li> <li>• Enjoys leading and working with diverse groups</li> </ul>

OUTLOOK	OCCUPATION
Good	Production Controller
Good	Purchasing Agent
Good	Small Business Manager
Good	Supervisor
Evolving	Convention Planner
POSITION	SALARY (PER YEAR)
Production Controller	\$32,500-\$35,520
Purchasing Agent	\$24,400-\$50,400
Small Business Manager	\$21,500-\$50,600
Supervisor	\$15,350-\$43,200
Convention Planner	\$46,490

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### DEGREE/CERTIFICATE

CONCENTRATION OPTIONS	DEGREE / CERTIFICATE TYPE	DEGREE PLANS
Business	Associate in Science	<a href="#">View Degree Plan</a>
Business Administration	Associate in Applied Science	<a href="#">View Degree Plan</a>
Hospitality Management Administration	Associate in Applied Science	<a href="#">View Degree Plan</a>
Customer Relationship Management	Certificate	<a href="#">View Degree Plan</a>
Entrepreneurship (Level I)	Certificate	<a href="#">View Degree Plan</a>
Hospitality Management (Level I)	Certificate	<a href="#">View Degree Plan</a>
Hospitality Management (Level II)	Certificate	<a href="#">View Degree Plan</a>
Supervisor (Level I)	Certificate	<a href="#">View Degree Plan</a>
Supervisor (Level II)	Certificate	<a href="#">View Degree Plan</a>

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