

# Career Profile for Business Communication

**General Program Description:** The **Associate in Applied Science (AAS) in Business Communication** prepares students to work in business as administrative, sales, or management. The emphasis of the Business Department is to provide quality academic coursework, teaching methodologies, and state-of-the-art technologies to prepare students with marketable skills that are responsive to the current needs of a variety of workplace settings, and to prepare students to transfer to a four-year university. Specializing in Business Communication is designed to give you the competency, tools, and capabilities necessary to successfully contribute in today's dynamically changing business environment. **Certificates of Completion (CCL)** are also offered in **Salesmanship, Small Business, and Management**.

**State and National Certification:** These occupations can often require specialized training, certification, or licensing in areas such as finance, securities, accountancy, information technology, and healthcare.

**Advancement options:** Despite average job growth, continuing corporate restructuring and increasing use of office technology may result in a more streamlined organizational structure with fewer levels of management, reducing the need for some middle management positions. The effects of these changes on employment should be less severe for facility managers and other administrative services managers who have a wide range of responsibilities, than for other middle managers who specialize in certain functions.

**Projected Job Growth:** The business services sector has seen strong growth in Greater Phoenix in recent years. Between 2001 and 2005, total employment in the region increased 11%, while at the same time employment in management consulting increased 50%, commercial banks 37%, consumer lending 43%, investment advising 41%, accounting 28%, and legal services 16%.

Location	Pay Period	Bureau of Labor Statistics - 2006 Salaries*		
		Entry-level	Median	Experienced
United States	Hourly	\$14.46	\$26.76	\$46.44
	Yearly	\$30,100	\$55,700	\$96,900
Greater Phoenix	Hourly	<b>\$13.54</b>	<b>\$23.23</b>	<b>\$41.97</b>
	Yearly	<b>\$28,200</b>	<b>\$48,300</b>	<b>\$87,430</b>
Arizona	Hourly	\$13.80	\$23.76	\$42.00
	Yearly	\$28,200	\$49,400	\$87,400

For more career information for Business Communications visit:  
[www.bls.gov/oco](http://www.bls.gov/oco), [www.maricopa.edu/workforce](http://www.maricopa.edu/workforce),  
<http://www.acinet.org/>, or  
[www.mc.maricopa.edu/students/career/](http://www.mc.maricopa.edu/students/career/)  
**For MCC program information, contact  
 Preston Cameron, 480-461-7729  
 Director, Dr. Linda Collins, 480-461-7077  
 or visit  
<http://www.mc.maricopa.edu/dept2/management/>**

\*Labor market information provided by AZ Dept of Economic Security in cooperation with the U.S. Dept of Labor, Bureau of Labor Statistics. Wages will vary depending on the employer, location, hours worked, experience, responsibility and other factors. Career and Re-Entry Services will collaborate with academic and occupational program departments to develop internship and career experience opportunities.

**Sample Job Titles:** Customer Service Representative, Business Developer, Coordinator of Special Projects, Sales Professional, Communications Specialist

**Types of Employers:** Communications companies, Business, Management, and Public Relations, Finance and Healthcare, Government and Public Administration, Hospitality and Tourism, Marketing, Sales, and Services

**Local Employers who posted related jobs on the Maricopa Career Network:** COX Communications, State of Arizona, SRP, PetSmart, City of Mesa

**Professional Associations  
 Association for Business  
 Communication**

<http://www.businesscommunication.org/>

**For current job openings, go to  
 Maricopa Career Network  
<http://mcmaricopa.jobing.com/>.**

**International Association of Business Communicators**  
<http://www.iabc.com/>

## Business Communication Overview At-A-Glance

- Educate the public about client products and services
- Write press releases and plan events and news conferences
- Regularly interact with people
- My work overtime to meet deadlines
- Have a bachelor's degree
- Have good writing and organization skills
- Earn \$47,350 per year (national Median)  
[www.azcis.intocareers.org](http://www.azcis.intocareers.org)

**For additional information on Business Communication careers or to watch occupational videos, visit:**

Arizona Career Information Systems (AzCIS)  
[www.azcis.intocareers.org](http://www.azcis.intocareers.org)  
 User name: mesacc; Password: 4azcis02

Career Voyages  
[www.careervoyages.gov](http://www.careervoyages.gov)

**Internships** are supervised practical training in a short-term or temporary position with an emphasis placed on instruction, training, mentoring, networking and gaining applied work experience. These positions may be paid or unpaid. Contact Career and Re-Entry Services for internship information: 480-461-7430.

Internship Completed: \_\_\_\_\_ Dates: \_\_\_\_\_ Location: \_\_\_\_\_

**Service-Learning** is a teaching and learning method that connects meaningful community service with academic learning through guided reflection. Contact the Center for Service-Learning for more information: 480-461-7393.

Service-Learning Completed: \_\_\_\_\_ Dates: \_\_\_\_\_ Location: \_\_\_\_\_

**Transfer Options:** Contact Transfer Services for more transfer information: 480-461-7452.

**Career Assessments Completed:**

Career Assessment / Results	Date Completed	Reviewed by

**Career Readiness Workshops / Activities Completed:**

Workshop Name / Activity	Date Completed	Follow Up Contact (s)
Resume Writing Workshop		
Resume completed and reviewed by:		
Participate in Mock Interview		
How To Prepare for a Career Fair		
Attend Career Fair / Job Expo Location:		
Joined Professional Association:		

**MCC Career and Re-Entry Services**  
**Providing Guidance for Career and Workplace Success**

For more Career Profiles, visit

<http://www.mc.maricopa.edu/students/career/careerprofiles.html>

Meet with a Career Advisor in Bldg #36, Room SS5N - adjacent to the Kirk Student Center, 480-461-7430

