

**Program****BUSINESS ADMINISTRATION/PUBLIC
ADMINISTRATION**

- *Associate in Applied Science (AAS)*
- *AAS Day and Evening Program:* 5 semesters, including 1 summer term
- *Admission Cycle:* Every semester
- *Maximum Number Admitted Annually:* Open

Career Description

Public Administration prepares students for entry into management positions in state/local governments and not-for-profit organizations, provides education for current employees, and informs citizens of governmental functions.

Careers Available

Clerical, administrative, and management positions in the public administration profession at the state/local, and federal level of government and not-for profit organizations.

Entry-Level Salary

\$25,000- \$30,000/yr.

Course of Study

Course work includes study and practical application in personnel administration, decision making, ethics, organizational theories, and budgetary and other governmental issues. Emphasis is placed on building analytical skills, stimulating moral imagination, and recognizing the discretionary power of the administrator's role.

**Recommended
Courses and Skills**

Strong written and verbal skills and leadership and teamwork skills.

**Helpful Personal
Attributes**

Analytical and critical thinking skills, strong communication and interpersonal skills and adaptability to various work environments.

Program Contact

If you would like additional information about the Business Administration/Public Administration Program, contact Deana Ray, Department Chair and Program Coordinator, at 336.734.7167 or dray@forsythtech.edu

How To Get Started

You may pick up an application at the Admissions Office, 123 Allman Center on the Forsyth Tech Main Campus, 2100 Silas Creek Parkway in Winston-Salem. You may also request an application by calling 336.734.7253 or you may apply online at www.forsythtech.edu.