



### Specialized Skills

Time Management  
 Critical Thinking  
 Decision-Making  
 Leadership  
 Oral and Written Communication  
 Fundraising  
 Research

*Specialized Skills may be obtained or enhanced during the course of the student's learning experience. Specialized Skills are defined and provided by NACADA: The Global Community for Academic Advising [www.nacada.ksu.edu](http://www.nacada.ksu.edu)*

### Certifications and Professional Development

Microsoft Office Professional  
 Basic Accounting with QuickBooks  
 QuickBooks Advanced Training  
 Social Media for Business  
 Professional Writing

These and other **Certifications and Professional Development** options offered by the Center for Continuing Education and Workforce Development. [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce)

### Professional Organizations

American Society for Public Administration (ASPA)  
 Association for Public Policy Analyst and Management (APPAM)  
 National Association of Nonprofit Professionals (NANPP)  
 Network of Schools of Public Policy, Affairs, and Administration (NASPAA)

### Helpful Career Links

**BMCC Career Center**  
[www.bmcc.cuny.edu/career](http://www.bmcc.cuny.edu/career)

**Internships and Experiential Learning**  
[www.bmcc.cuny.edu/experiential](http://www.bmcc.cuny.edu/experiential)

**Business Management**  
[www.bmcc.cuny.edu/academics/departments/business-management](http://www.bmcc.cuny.edu/academics/departments/business-management)

## Public and Nonprofit Administration A.S.



The Public and Nonprofit Administration program offered through the Business Management Department offers students with an essential foundation in both business management and public and nonprofit sector administration. Graduates of this program will be highly competitive and can maximize their access to career paths beyond private-profit sector business.

### Articulation Agreements

**CUNY Baruch College**  
 B.S.P.A in Public Affairs

**CUNY John Jay College of Criminal Justice**  
 B.S. in Public Administration

### Other Transfer Options

**New York University**  
**Medgar Evers / CUNY**  
**St. John's University**  
**Empire College / SUNY**  
**Rutgers University**  
**Southern New Hampshire University**  
**Metropolitan College**  
**Columbia University**

### Career and Salary Possibilities\*

<b>Operations Manager</b> (\$42,000–\$104,000)	<b>Mayor</b> (\$30,000–\$100,000)
<b>Human Resources Manager</b> (\$42,000–\$97,000)	<b>Public Relations Specialist</b> (\$35,000–\$73,000)
<b>Labor Relations Manager</b> (\$61,000–\$133,000)	<b>Policy Analyst</b> (\$43,000–\$84,000)
<b>City Manager</b> (\$50,000–\$172,000)	<b>Government Program Manager</b> (\$53,000–\$144,000)
<b>Director of Development</b> (\$49,000–\$113,000)	<b>Medical and Health Services Manager</b> (\$46,000–\$103,000)
<b>Program Director</b> (\$38,000–\$77,000)	<b>Executive Director</b> (\$40,000–\$125,000)

\* **Career and Salary Possibilities** are not guaranteed. Additional education, training or experience may be required and salary ranges may vary depending on location, industry and education level. Career and salary data provided by Career Coach.