What Can I Do With A Degree In Business Administration?

ACCOUNTING

Areas
- Tax Planning and Compliance
- Auditing
- Information Systems
- Management Advising Services
- General Accounting
- Cost Accounting
- Public Accounting
- Corporate Accounting

Employers
- Public accounting firms
- Government agencies
- Banks and other financial institutions
- Non-profit organizations
- Health care industry
- Service and manufacturing companies
- Consulting practices
- Private practice

Strategies
- Plan on a five-year program to meet requirements for Certified Public Accountant (CPA) status.
- Develop advanced computer skills.
- Gain related experience through internships.
- Become familiar with specialized certification programs.
- Develop mathematical and problem-solving abilities, excellent communication skills, the ability to work well with people, a high energy level, and an attention to detail.
ECONOMICS

Areas
Research and Forecasting
Economic Advising
Teaching

Employers
Financial institutions
Trade and labor organizations
Government agencies
Insurance companies
Educational institutions

Strategies
● Earn a graduate degree for advanced positions.
● Develop a strong background in math and statistics.
● Learn to think in theoretical terms and apply knowledge to practical situations.
● Gain experience through an internship.

FINANCE

Areas
Corporate Financial Management
Banking
Personal Financial Planning
Real Estate
Insurance
Money Management
Investment Banking

Employers
Banks and other financial institutions
Financial planning agencies
Insurance companies
Real estate brokers or agencies
Government agencies
Corporations

Strategies
● Take additional courses in math, statistic and accounting to develop strong quantitative skills.
● Develop strong interpersonal and communication skills.
● Cultivate an eye for detail.
● Gain experience through internships or summer and part-time positions.
● Join student professional associations in the field of finance.

GENERAL BUSINESS

Areas
Management
Sales
Marketing
Insurance: Sales, Claims, and Underwriting
Banking
Human Resources

Employers
Retail stores
Hotels and restaurants
Banks and other financial institutions
Insurance companies
Government agencies
Non-profit organizations
Self-employment

**Strategies**
- Gain leadership experience through participation in student organizations.
- Get hands-on experience in area of interest through part-time and summer jobs or internships.
- Develop a career direction and convey area of interest to employers.

**MANAGEMENT**

**Areas**
- General Management
- Human Resources
- Office Systems
- Operations
- Production Management
- Quality Control

**Employers**
- Retail and other service industries
- Manufacturing firms
- Government agencies
- Nonprofit organizations
- Banks and other financial institutions
- Hotels and restaurants
- Health care industry

**Strategies**
- Develop strong interpersonal and communication skills.
- Obtain leadership roles in student organizations.
- Get related experience in area of interest through internships or part-time and summer jobs.
- Build competency in statistics and computer systems for operations management.

**MARKETING**

**Areas**
- Sales
- Customer Relations
- Purchasing/Procurement
- Retail
- Banking
- Market Research
- Brand/Product Management

**Employers**
- Profit and nonprofit organizations
- Product and service organizations
- Manufacturers
- Financial companies
- Insurance companies
- Print and electronic media
- Retail industry
- Consulting firms

**Strategies**
- Obtain sales experience through jobs and internships.
- Develop excellent communication and interpersonal skills.
- Demonstrate a high energy level.
- Get leadership experience.
- Obtain an MBA for most brand management, consulting, and research opportunities.
STATISTICS

Areas
Analysis/Research
Quality Assurance
Actuarial Science

Employers
Government agencies
Banks and other financial institutions
Health care industry
Manufacturers
Nonprofit organizations
Insurance companies

Strategies
- Acquire advanced knowledge of computers.
- Take additional courses in accounting, marketing, economics and finance.
- Complete a co-op or internship.

TRANSPORTATION AND LOGISTICS

Areas
Scheduling
Physical Distribution
Planning and Regulation
Transportation Carrier Management
Materials Management
Customer Service
Purchasing
Consulting
Third Party Logistics

Employers
Motor carrier, railroad, airline, pipeline and water transportation industries
Manufacturing firms
Distribution centers
Warehouses
Public transit systems
Government agencies
Armed forces
Software and consulting firms

Strategies
- Gain experience through part-time and summer jobs or internships.
- Develop information technology, analytical, and quantitative skills through courses and work.
- Participate in leadership of student organizations.
- Develop decision-making ability.
- Learn to work well in a team and to work effectively with a wide variety of people.

GENERAL INFORMATION

- General business is a broad area that leads to many opportunities. Students should clearly define their goals and seek related experiences to reach those goals.
- Gaining relevant experience through part-time and summer jobs or internships is critical.
- Many desirable skills can be developed through participation in and leadership of student organizations.
- Get involved in professional associations in field of interest.
- Develop and utilize a personal network of contacts. Once in a position, find a mentor.
Consider earning an MBA after gaining work experience to reach the highest levels of business management.

- Learn to work well in a team and effectively with a wide variety of people.
- Strong communication skills, including public speaking, are important to achieving success in this field.
- Provides a good background for owning your own business.

Prepared by the Career Planning staff of Career Services at The University of Tennessee, Knoxville.

INTERNATIONAL BUSINESS

Employers
- International pharmaceutical companies
- Banks
- Telecommunications industry
- Government agencies
- Businesses with international branches
- Foreign exchange organizations
- Any business with overseas interests

Strategies
- Demonstrate awareness of the extensive, complex, external environment in which internationally-oriented businesses will operate, and sensitivity to the different cultural, political and legal environments in international business.
- Complete courses in world and U.S. history, political science, world philosophies and religions, macro/micro economics, business law, finance, and any other classes that broaden your understanding of world culture and business.
- Courses in international trade and currency, world geography, international marketing and banking are recommended; strong foreign language skills are highly beneficial.

Develop strong computer skills.

- Earn a relevant master’s degree at the minimum; employers now increasingly prefer candidates with a doctoral degree in international business or economics.

Empire State College, New York - http://www.esc.edu

Exploring Majoring in Business Administration

University of Delaware Career Services Center
http://www.udel.edu/CSC/mrk.html

University of Manitoba Student Counselling and Career Center
http://www.umanitoba.ca/counselling/careers.html

Kansas State University Academic and Career Information Center
http://www.k-state.edu/acic/majorin/

Careers in Business Administration

Occupational Outlook Handbook
http://www.bls.gov/oco/

Federal Jobs
http://jobsearch.usajobs.gov/

Jobs in The Money
www.jobsinthemoney.com

The Riley Guide
http://www.rileyguide.com/

JobWeb - career and job-search advice for new college graduates.
http://www.jobweb.org/
**Career Exploration – Business Administration**

California LaborMarketInfo  
http://www.labormarketinfo.edd.ca.gov/

Occupational Outlook Handbook  
http://stats.bls.gov/oco/oco1001.htm#business

WetFeet  

The Princeton Review  

**Job Postings**

Saint Mary’s College Student Job Search  
www.stmarys.ca.edu/studentjobs

Careerbuilder.com  
http://www.careerbuilder.com/

Federal Jobs  
http://jobsearch.usajobs.gov

College Central  
http://www.collegecentral.com/

Bay Area Careers.com  
http://www.bayareacareers.com

CollegeRecruiter.com  
http://collegerecruiter.com/

Women’s Career Networking and Professional Associations  
www.quintcareers.com/womens_networking_organizations.html

Simply Hired.com  
www.simplyhired.com/a/jobs/list/q-business+administration+jobs

**Professional Associations**

Professional associations can be a good resource for finding jobs and internships. Follow the links! Participating in associations can be a valuable avenue for learning about an occupation or field. Associations are an excellent resource for networking and their web sites often have information about careers.

Business Professionals of America  
www.bpa.org/information/about

Future Business Leaders of America Phi Beta Lambda  
www.fbla-pbl.org/

Women’s Career Networking and Professional Associations  
www.quintcareers.com/womens_networking_organizations.html

American Management Association  
www.amanet.org/

American Business Persons Association  
www.aba-assn.com/

American Business Women’s Association  
www.abwa.org/

American Business Association  
http://americanbusinessweb.org/