

# BUSINESS ADMINISTRATION

What can I do with this degree?

AREAS	EMPLOYERS	PREPARATION
<b>ACCOUNTING</b> <ul style="list-style-type: none"> <li>• Tax Planning and Compliance</li> <li>• Auditing</li> <li>• Information Systems</li> <li>• Management Advising Services</li> <li>• General Accounting</li> <li>• Cost Accounting</li> </ul>	<ul style="list-style-type: none"> <li>• Public accounting firms</li> <li>• Government agencies</li> <li>• Banks and other financial institutions</li> <li>• Nonprofit organizations</li> <li>• Health care industry</li> <li>• Service and manufacturing companies</li> <li>• Consulting practices</li> <li>• Private practice</li> </ul>	<ul style="list-style-type: none"> <li>❖ Plan on five year program to meet new requirements for CPA status.</li> <li>❖ Develop advanced computer skills.</li> <li>❖ Consider co-op program or internship.</li> <li>❖ Become familiar with specialized certification programs.</li> <li>❖ Develop mathematical and problem solving abilities, excellent communication skills, ability to work well with people, high energy level and detail orientation.</li> </ul>
<b>ECONOMICS</b> <ul style="list-style-type: none"> <li>• Research and Forecasting</li> <li>• Economic Advising</li> <li>• Teaching--primary, secondary schools, colleges or private schools</li> </ul>	<ul style="list-style-type: none"> <li>• Financial institutions</li> <li>• Trade/labor organizations</li> <li>• Government agencies</li> <li>• Educational institutions</li> <li>• Insurance companies</li> </ul>	<ul style="list-style-type: none"> <li>❖ Participate in juried shows.</li> <li>❖ Secure guild membership.</li> <li>❖ Develop alternate means of supplementing income as "insurance."</li> <li>❖ Learn to network and make contacts.</li> </ul>
<b>FINANCE</b> <ul style="list-style-type: none"> <li>• Real Estate</li> <li>• Corporate Financial Management</li> <li>• Banking</li> <li>• Risk Management and Insurance</li> <li>• Marketing</li> <li>• Securities</li> <li>• Personal Financial Planning</li> </ul>	<ul style="list-style-type: none"> <li>• Banks and other financial institutions</li> <li>• Financial planning agencies</li> <li>• Insurance companies</li> <li>• Real estate brokers or agencies</li> <li>• Government agencies</li> <li>• Corporations</li> <li>• Private practice</li> </ul>	<ul style="list-style-type: none"> <li>❖ Gain good mathematical skills.</li> <li>❖ Develop good interpersonal and communication skills.</li> <li>❖ Get sales experience.</li> <li>❖ Take as much accounting as possible.</li> <li>❖ Plan on MBA for best positions.</li> </ul>
<b>GENERAL BUSINESS</b> <ul style="list-style-type: none"> <li>• Management</li> <li>• Sales/Marketing</li> <li>• Human Resources</li> <li>• Self-employment</li> </ul>	<ul style="list-style-type: none"> <li>• Retail, Hotel and Restaurant</li> <li>• Business and industry</li> <li>• Financial institutions</li> <li>• Government agencies</li> <li>• Nonprofit and noncommercial organizations</li> </ul>	<ul style="list-style-type: none"> <li>❖ Provides a good background for owning your own business.</li> <li>❖ Gain leadership experience in an extracurricular activity.</li> <li>❖ Get hands-on experience through jobs or internships.</li> <li>❖ Must develop career direction and convey area of interest to employers.</li> </ul>
<b>MANAGEMENT</b> <ul style="list-style-type: none"> <li>• Office Systems</li> <li>• Operations</li> <li>• Personnel</li> <li>• Production Management</li> <li>• Quality Control</li> </ul>	<ul style="list-style-type: none"> <li>• Government agencies</li> <li>• Nonprofit organizations</li> <li>• Banks and other financial institutions</li> <li>• Hotels and restaurants</li> <li>• Service industries</li> <li>• Manufacturing firms</li> <li>• Health care industry</li> </ul>	<ul style="list-style-type: none"> <li>❖ Need to clearly define career direction.</li> <li>❖ Develop competency in statistics and computer systems.</li> <li>❖ Consider concentration in statistics and operations/data processing.</li> <li>❖ Gain leadership experience in extracurricular activity along with good work experience.</li> <li>❖ Consider co-op program or internship.</li> </ul>

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<b>MARKETING</b> <ul style="list-style-type: none"> <li>• Sales/Management</li> <li>• Retailing</li> <li>• Advertising</li> <li>• Planning/Research</li> <li>• Brand/Product Management</li> </ul>	<ul style="list-style-type: none"> <li>• Department stores and other retail establishments</li> <li>• All service industries</li> <li>• Banks and other financial institutions</li> <li>• Insurance agencies</li> <li>• Pharmaceutical companies</li> <li>• Consumer product companies</li> <li>• Manufacturers</li> </ul>	<ul style="list-style-type: none"> <li>❖ Acquire good computer and statistical skills</li> <li>❖ Obtain sales experience.</li> <li>❖ Develop excellent communication skills and high energy level.</li> <li>❖ Get leadership experience.</li> <li>❖ Gain experience through co-op program or internship.</li> <li>❖ Plan on MBA for most brand management, consulting and research opportunities.</li> </ul>
<b>STATISTICS</b> <ul style="list-style-type: none"> <li>• Analysis/Research</li> <li>• Surveys</li> <li>• Quality Assurance</li> <li>• Actuarial</li> </ul>	<ul style="list-style-type: none"> <li>• Government agencies</li> <li>• Banks and other financial institutions</li> <li>• Health care organizations</li> <li>• Manufacturers</li> <li>• Nonprofit organizations</li> <li>• Insurance companies</li> <li>• Actuaries</li> </ul>	<ul style="list-style-type: none"> <li>❖ Acquire advanced knowledge of computers.</li> <li>❖ Take additional courses in accounting, marketing, economics, and finance.</li> <li>❖ Consider co-op program or internship.</li> </ul>
<b>TRANSPORTATION/LOGISTICS</b> <ul style="list-style-type: none"> <li>• Scheduling</li> <li>• Physical Distribution</li> <li>• Planning and Regulation</li> <li>• Transportation Carrier Management</li> <li>• Materials Management</li> <li>• Customer Service</li> <li>• Purchasing</li> <li>• Consulting</li> </ul>	<ul style="list-style-type: none"> <li>• Motor carrier, railroad, airline, pipeline and water transportation industries</li> <li>• Manufacturing firms</li> <li>• Government agencies</li> <li>• Distribution centers</li> <li>• Public transit</li> <li>• Military</li> <li>• Software and consulting firms</li> </ul>	<ul style="list-style-type: none"> <li>❖ Develop leadership skills.</li> <li>❖ Take courses in computer science, information systems, marketing, and statistics.</li> <li>❖ Acquire skills in inventory control.</li> <li>❖ Co-op or intern in Logistics and Transportation field.</li> </ul>

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## LINKS

[Council on Logistics](#)

[The American Institute of Certified Public Accountants](#)

[The American Society of Transportation & Logistics](#)

[Logistics Online](#)

[National Association for Business Economics](#)

[Society for Human Resource Management](#)

[Information for Accounting, Finance, and H.R. Students from SmartPros](#)

[Starting Your Business](#)

[Entrepreneur.Com](#)

[Accountants and Auditors from the Occupational Outlook Handbook](#)

[Economists and Marketing Research Analysts from the Occupational Outlook Handbook](#)

[Human Resources, Training and Labor Relations Manager, and Specialists from the Occupational Outlook Handbook](#)

[Purchasing Managers, Buyers and Purchasing Agents from the Occupational Outlook Handbook](#)

[Securities, Commodities, and Financial Service Sales Agents from the Occupational Outlook Handbook](#)

[Insurance Sales Agents from the Occupational Outlook Handbook](#)

[Advertising, Marketing, Promotions, Public Relations, and Sales Manager from the Occupational Outlook Handbook](#)

[Real Estate Brokers and Sales Agents from the Occupational Outlook Handbook](#)

[Sales Engineers from the Occupational Outlook Handbook](#)

[Sales Representatives, Wholesale Representatives, and Manufacturing from the Occupational Outlook Handbook](#)

[Financial Managers from the Occupational Outlook Handbook](#)

[Loan Officers and Counselors from the Occupational Outlook Handbook](#)