



General Business

Major: Business Administration Emphasis: General Business
Degree: Bachelor of Science

Introduction

The General Business Emphasis is designed to prepare students for a broad range of entry-level positions in business organizations. This program is appropriate for students intending to manage a family-owned or small business.

What are some of the job tasks?

- Analyze information
- Anticipate and prepare for challenges and opportunities
- Assign duties
- Chart and set organizational goals
- Implement policies
- Mold groups of people into teams
- Organize groups of employees
- Plan, coordinate, direct, and control job tasks
- Plan and schedule day-to-day operations
- Motivate human resources for high productivity
- Prioritize and solve problems

What are some desirable personal qualities?

- Get along well with others
- Communicate clearly in speech and in writing
- Assertiveness, persuasiveness, and initiative
- Organizational skills
- Objectivity and tact
- Work well under pressure

What are some potential occupations?

Affirmative Action Coordinator
Budget/Management Analyst
Business Manager
City Manager
Convention Manager
Director of Labor Relations
Employee Relations Specialist
Financial Manager
Health Care Administrator
Human Resource Manager
Industrial Relations Manager
Mediator
Medical Records Administrator
Operations Manager
Personnel Manager
Public Relations Manager
Purchasing Agent
Sales/Marketing
Self-Employment

Additional information

Gain leadership experience in an extra-curricular activity

Get hands-on experience through a job or internship

Improve your decision-making techniques and keep track of lessons learned from experience

Develop career path and convey area of interest to employers

Learn to get along with all types of people

Who hires?

- Business/Industry
- City/County Agencies
- Colleges/Universities
- Computer Firms
- Financial Organizations
- Government Agencies
- Hotels/Motels/Restaurants
- Non-profit Organizations
- Retail Firms

Path to Ultimate Career Guide

<http://www.pakbridge.com>