



# *Major to Career Guide*

# Management

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

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## *Introduction*

The field of management involves the planning, coordination, implementation, and supervision of activities of individuals, organizations, and businesses. The degree to which each of these functions becomes part of a manager's responsibilities depends on two things: (1) the level and extent of the manager's authority as a decision maker and (2) the nature and size of the organization. Effective techniques of business management constitute the backbone of strong economic, political, and social systems at all levels. Study in this major exposes students to methods of operation, coordination, finance, budget, laws, and personnel. Regardless of the size of an organization or the level of management responsibility, one basic task is human resource development because all organizations are "people entities". Managers who understand and respect the importance of the human element in management get the best results.

## *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  
Retail Manager  
Restaurant/Hotel/Motel Manager  
Training and Development Manager  
Warehouse Manager

## *Additional information*

Experience acquired through cooperative education or internships can prove invaluable in obtaining professional positions.

Acquire specific knowledge in accounting, finance, economics, world markets, organizations, production, group dynamics, and computer technology.

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

Do not be afraid of new ideas; try new approaches, think of alternative solutions to problems.

Learn to get along with all types of people.

## *Who hires?*

- Business/Industry
- City/County Agencies
- Colleges/Universities
- Computer Firms
- Construction Companies
- Consulting Firms
- Department Stores
- Financial Organizations
- Government Agencies
- Health Service Organizations
- Hospitals
- Hotels/Motels/Restaurants
- Manufacturing Firms
- Retirement Communities
- Trade, Marketing, and Retail Firms

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