

Business administration entails acquiring an understanding of basic business principles by examining local and international economic systems and allowing for professionals to function and adjust to today's swiftly changing business world. Business administration prepares students for careers including accounting, economics, finance, management, management information systems and marketing. Careers in business administration require aptitude in areas such as mathematics, business writing and computing.



Possible Career Options

- Accountant
- Advertising Account Executives
- · Advertising Employee
- Administrative Aide/Assistant
- Bank Employee
- Bank Operations Officer
- Business Executive
- Business Manager
- Business Planner
- Business Owner
- · City Manager

- Contract Administrator
- Consultant
- Credit Analyst
- Entrepreneur
- Financial Analyst
- Health Service and Hospital Administrator
- Financial Aid Administrator
- Financial Planner
- · Hotel Manager
- Human Resource Manager
- Loan Officer

- Manager
- Marketing Employee
- MIS Employee
- Marketing Researcher
- Office Manager
- Public Relations Employee
- Product Manager
- Risk Analyst
- Sales Employee
- School Administrator
- Stock Broker

BUSINESS ADMINISTRATION | School of Business Administration



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Possible Employers

- Accounting Companies
- Computer Corporations
- Government Organizations
- Banks
- Schools, Colleges and Universities
- Non-Profit Agencies
- Marketing Companies
- Military
- Advertising Agencies
- Transportation Industries
- · Automotive Industries
- Consulting Companies
- Investment Firms
- Law Firms



Skills Required

- Interest in mathematics, finance and business in general
- Aptitudeforlogical, analytical and quantitative thinking
- Ability to organize, analyze and interpret numerical data
- Ability to clearly communicate ideas, information and theories
- Abilitytocreativelysolvecomplex problems
- Abilitytocommunicateandwork well in teams
- Ability to work well under pressure and meet deadlines
- Proficiency in written and oral communication
- Ability to understand a problem and to solve it using mathematical and logical methods or formulas
- Ability to organize, coordinate, supervise, plan, and direct individuals and activities



Personal Attributes

- · Achievement-oriented
- · Analytical and logical thinking
- Capacity for precision
- Skills with numbers
- Has integrity
- Ambitious

- Enjoys challenges
- Abilitytosolvecomplexproblems
- · Capacity for detail and order
- Creative
- Interest in working with people
- Alert

- Flexible and adaptable
- · Organized and confident
- Independent
- Curious
- Interest in working with data, numbers and formulas



Ways to Get Experience

- · Doing an internship
- Becominginvolvedwithbusiness, marketingoradvertisingprojects
- Attending business, sales or finance-related lectures, workshops or conventions
- Joiningaprofessionalmarketing, advertising or sales company
- Workingpart-timeorvolunteering in a school or university business department
- Working part-time in a retail shop,bank,advertisingagencyor marketing company