



# CAREER PATHFINDERS

## BUSINESS ADMINISTRATION DEGREE

The Business and Administration program prepares students to pursue a variety of careers. These can be in the private or public sector. Students have the option to choose a concentration such as marketing, human resources, accounting, international business, and organizational behaviour. A Bachelor of Business Administration degree holder gains many skills, including critical thinking and management skills.

### Career Options / Job Titles

(SOME MAY REQUIRE ADDITIONAL EDUCATION AND/OR TRAINING)

- Accountant (NOC 1111)
- Administrative Assistant (NOC 1241)
- Management Trainee (NOC 0122, 0621)
- Human Resources Assistant (NOC 1415)
- Claims Adjuster (NOC 1312)
- Mortgage Specialist (NOC 1114)
- Business Analyst (NOC 4162)
- Advertising Executive (NOC 1123)
- Customer Service Representative (NOC 6523, 6524, 6551, 6552)
- Marketing Manager (NOC 0124)
- Analyst (Financial, Marketing, Policy, Records, Time Management, etc.) (NOC 4162, 4163)
- Trader (Foreign Exchange, Mutual Funds, Securities)(NOC 1113)
- Economist (NOC 4162)
- Tax Consultant (NOC 1111)
- Auditor (NOC 1111)
- Controller (NOC 0111)
- Manager (Retail, Operations, Marketing, Financial, etc.) (NOC 0621)
- Media Planner (NOC 1123)
- Fundraiser (NOC 1123)
- Market Research Analyst (NOC 4163)
- International Marketer (NOC 4163)
- Insurance Broker (NOC 6231)
- Financial Analyst (NOC 1112)

## Skills Developed by Business Administration Majors

- Critical thinking
- Teamwork
- Time management
- Leadership
- Corporate relations
- Analytical skills
- Problem solving
- Decision-making skills
- Communication skills

## Employers / Areas of Employment

- Auditing/Accounting Firms
- Consulting Firms
- Cultural Organizations
- Financial Institutions
- Government Agencies/Departments
- Insurance Industry
- Investment Industry
- Marketing/Public Relations Industries
- Personnel Departments
- Public Interest Groups
- Research Institutes
- Retail/Wholesale Establishments
- Securities Industry
- Trade/Professional Associations
- Transportation Industry

## Professional Associations and Websites

- Business Administration Fact Sheet <http://uwinnipeg.ca/factsheets/docs/factsheet-business-admin.pdf>
- NOC Codes <http://www5.hrsdc.gc.ca/NOC/English/NOC/2011/Welcome.aspx>
- Canadian Institute of Certified Administration Managers <http://cim.ca/info/cicam>
- Institute of Chartered Accountants Manitoba <https://cpamb.ca/>
- American Management Association <http://www.amanet.org/default.aspx>
- United States Association for Small Business and Entrepreneurship <http://www.usasbe.org/>
- Business Network International <http://www.bni.com/Default.aspx#.Vrt-g1grLIU>
- National Association for the Self-Employed <http://www.nase.org/home.aspx>
- Canadian Association for Business Economics <https://www.cabe.ca/jmv3/>
- Canadian Federation of Independent Business <http://www.cfib-fcei.ca/english/index.html>
- Canadian Association of Business Students <http://cabsonline.ca/>
- Futurpreneur <http://www.futurpreneur.ca/>