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

- Canadian Institute of Certified Administration Managers [http://cim.ca/info/cicam](http://cim.ca/info/cicam)
- Institute of Chartered Accountants Manitoba [https://cpamb.ca/](https://cpamb.ca/)
- Canadian Association for Business Economics [https://www.cabe.ca/jmv3/](https://www.cabe.ca/jmv3/)
- Canadian Association of Business Students [http://cabsonline.ca/](http://cabsonline.ca/)
- Futurpreneur [http://www.futurpreneur.ca/](http://www.futurpreneur.ca/)