

### What Can I Do With A Major In.....Administrative Management?

**Major Description:** The Bachelor of Applied Science (BAS) in Administrative Management AACSB Accredited Program is designed to move students into supervisory positions in corporate settings, retail environments, manufacturing plants, small enterprises and other businesses. Courses in management, marketing, and accounting help students blend their specific expertise with new managerial skills.

**Primary Skills Needed:** Communication (verbal and written), strong ability to organize data/material, strong decision-making ability, and

Some Related Job Titles*	Possible Employers	Additional Resources for more information:
Account Manager Branch Manager Business Affairs Manager Business Analyst Business Manager Director of Operations Inventory Specialist Level III Clerk Network Administrator Office Manager Program Specialist Project Coordinator Property Manager Risk Management Officer/Specialist Supervisor	Advertising Firms Corporate Settings Education Facilities Finance Facilities Government (local and federal) Healthcare Facilities Insurance Companies Manufacturing Plants Non-Profit Organizations Political Offices/Headquarters Retail Centers Service Industries (car rental, airlines, etc.) Small Enterprises Utility Service Providers (water, electricity, natural gas)	Clayton State University: <a href="https://catalog.clayton.edu/academic-catalog/arts-sciences/interdisciplinary-studies/administrative-management-bas/">https://catalog.clayton.edu/academic-catalog/arts-sciences/interdisciplinary-studies/administrative-management-bas/</a> .  Books-Career Services Library  Occupational Outlook Handbook <a href="http://www.bls.gov/oco/">http://www.bls.gov/oco/</a>  O*NET <a href="http://www.onetonline.org/">http://www.onetonline.org/</a>  FOCUS 2 <a href="https://www.focus2career.com/Portal/Login.cfm?SID=933">https://www.focus2career.com/Portal/Login.cfm?SID=933</a> (use the access code "lakerpride" to create an account)

delegate and motivate others

\* This list is a sample of options. There are many more titles and employers from which to choose, this is just a sample of a few. When considering job titles for yourself, consider *your* **skills, knowledge, and experience level**. If you are unaware of your personal skill set, schedule a meeting with a career counselor at the phone number listed above. We look forward to helping you discover your "best fit" in a career based on your interests.