

# BUSINESS ADMINISTRATION



## MAJOR SKILLS GUIDE

### *What is this program?*

Business Administration is designed to teach management skills and an overall grasp of business. This program has seven (7) concentrations that allow students the option to focus on a particular side of business management.

### *Career Paths*

Whether you have aspirations of creating and managing your own business or rising to the heights of a multinational corporation - there are many applications and careers you can build by studying business administration.

### *Skills*

#### **HARD**

Basic knowledge of Microsoft Office applications

#### **SOFT**

- Leadership
- Empathy
- Charisma
- Ability to Multi-Task
- Team Work

#### *Recruiters Tip*

While there are no Hard Skills required for this degree, any technical skills that you can acquire will be beneficial!

### **1 INNOVATION & ENTREPRENEURSHIP**

This concentration is meant to teach students the skills needed to be able to manage their own startup

### **2 REAL ESTATE INVESTMENT MANAGEMENT**

This concentration is meant to teach students the fundamentals of managing real-estate with a focus on investments, risk, and financing.

### **3 GENERAL BUSINESS**

General Business will provide a basic overview of the fundamentals in administrating and managing a business.

### **4 ENERGY MANAGEMENT**

This gives students a comprehensive understanding of markets and trains them to analyze using an array of skills.

## 5 INSURANCE

Students will be taught to manage risk across the firm and opens doors to insurance industry.

## 6 PROFESSIONAL SALES

This program provides in depth knowledge of sales skills and sales management.

## 7 BUSINESS ECONOMICS

Students will learn about markets and how to make decisions regarding economic issues

### Recruiters Tip

Since this a broad degree, this allows a lot of flexibility in clubs and orgs that could relate to your career interest.

# Projects & Courses

### SALES COMPETITIONS

Students in the Sales Concentration should look into participating in the UTD Sales competitions. JSOM hosts some itself including the Pro Sales Competition and Rookie Preview. Other competitions are the Western States Collegiate Sales Competition and the National Collegiate Sales Competition (NCSC)

### MBA - BUSINESS ADMIN FAST TRACK

This is recommended for those who want to go into higher levels of the organization.

## Clubs & Organizations



Business Professionals of America  
UTD



Toastmasters Club  
UTD



Enactus  
UTD



CEO Global  
UTD

## COURSES

*Courses are dependent on the concentration that is chosen. Please refer to the B.S Business Administration degree plan on the UTD Website ([bit.ly/2uyR6SD](http://bit.ly/2uyR6SD)).*

## WANT TO LEARN MORE?

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