

## PREPARE FOR A SUCCESSFUL CAREER IN MANAGEMENT



### MANAGEMENT CONCENTRATION OVERVIEW

As a student in the Bachelor of Science in Business Administration with a concentration in management, you'll be prepared with the knowledge, technical skills, and work habits you need to pursue positions in a variety of business fields.

The curriculum is designed to provide you with a solid foundation in management. You'll learn the basics of effective teamwork and leadership, improve your ability to motivate people and communicate, and develop your decision-making and problem-solving talents.

Graduates of this program will be prepared to enter the workplace with practical skills, including:

- Developing a strategic business plan
- Working remotely with people through virtual teaming in global environments
- Understanding organizational behavior and management
- Creating a continuous improvement environment and culture
- Developing finance and accounting spreadsheets
- Utilizing business process management tools
- Buying and managing inventory
- Interviewing and validating supplier credentials
- Developing an original business plan
- Career engagement through experiential learning

### Real-World Connections

The Bachelor of Science in Business Administration with a concentration in management includes a capstone course in which you must successfully demonstrate your ability to apply the concepts learned to real-world business management scenarios.

### Professional Competencies

Courses within the management concentration could help students develop the following skills:

- Leadership and communication
- Problem solving and critical thinking
- Personal presentation
- Team management
- Competitive research and analysis

## COURSE OUTCOMES

- Evaluate information management, planning, and control in business environments
- Analyze organizational processes and procedures in a variety of business settings
- Synthesize appropriate principles, concepts, and frameworks for making ethical decisions
- Assess the roles that structure, management, and leadership play in organizational performance
- Evaluate how economics, government, and law affect value creation in the global context
- Evaluate career skills in the field of business and management

### Professional Certifications

Based on your career path, you may pursue certification in various areas of business.

## JOB OUTLOOK FOR CAREERS IN MANAGEMENT

Employment of administrative services professionals is projected to grow 8% between 2014 and 2024, about as fast as the average for all occupations.\*

### JOB TITLES ASSOCIATED WITH MANAGEMENT †

- Administrative Services Manager
- General and Operations Manager
- Compensation and Benefits Manager

To learn more about the Bachelor of Science in Business Administration, please [click here](#) or call **866.827.5268** (Toll Free).

For comprehensive consumer and gainful employment information, visit [kaplan.edu/info](http://kaplan.edu/info).

\* U.S. Department of Labor, Bureau of Labor Statistics, Occupational Outlook Handbook, 2016-17 Edition, Administrative Services Managers, [www.bls.gov/ooh/management/administrative-services-managers.htm](http://www.bls.gov/ooh/management/administrative-services-managers.htm). National long-term projections may not reflect local and/or short-term economic or job conditions, and do not guarantee actual job growth.

† Kaplan University's programs are designed to prepare graduates to pursue the stated positions, which have varying responsibilities. However, the University cannot guarantee employment or career advancement. Additional training or certification may be required. In addition, job titles and responsibilities may vary from organization to organization.