

Majoring in.

Business Administration & Management

Description of the Business Administration & Management

What is Business Administration and Management (BAM)?

Business administration is concerned with setting organizational goals and formulating procedures to achieve them. Managers must handle such duties as preparing and administering budgets, monitoring operations, and formulating policies and procedures.

What do BAM majors study?

Students gain a broad overview of business administration and management principles that they may apply to specific areas or other fields of interest.

What skills are important for a BAM major?

BAM majors are natural leaders who enjoy problem solving and group/team oriented work.

BAM majors should have:

- effective written and oral communication skills
- familiarity with computer concepts and applications
- above average quantitative skills
- fundamental knowledge of economics and social sciences

What else do BAM majors study?

BAM students take a variety of liberal arts and professionally-oriented courses to develop knowledge and skills that can be applied in both personal and professional settings.

Liberal arts courses provide a background to strengthen: problem solving; written, oral, and interpersonal communication; quantitative, analytical, and reasoning skills. These skills are also considered very important for success in the workplace.

Course Requirements

General education: The School of Business requires 63 credit hours in the business foundation, including general education courses selected from the disciplines of the natural sciences, human behavior, institutional studies, literature, philosophy, language, and the arts, in addition to the following general requirements:

ENGL 101 & 200 Writing and Rhetoric Workshop
ECON 210-211 Principles of Economics
MGMT 171 Math Applications for Business
MGMT 212 Calculus for Business
SPCH 121 or 321 Speech or Speech for Business
ACCT 203-204 Introduction to Accounting

Major courses: The advanced program includes 30 credits in the advanced business core and 27 credits in major courses.

The advanced business core includes:

- Business Statistics
- Business Information Systems
- Introduction to Marketing
- Organizational Behavior
- Productions/Operations Management
- Financial Management
- Legal Environment of Business
- Organizational Communication
- Managerial Economics
- Strategic Management

BAM majors are required to take the following:

- Business Statistics II
- Human Resource Management

- Managerial Skills Development

Concentration: Majors must choose one of three tracks for their remaining 18 credits:

- Business Administration
- Entrepreneurship & Small Business Management
- International Management

Careers in Business Administration and Management

The BAM major provides a good background for entry to any number of occupations. Some of these careers include:

- Administrative Manager
- Cash Manager
- Education Administrators
- Entrepreneur/Small Business Owner
- Facilities Manager
- Medical and Health Services Managers
- Operations Manager
- Production Manager
- Supervisor

Graduate Study

Graduate study is not a requirement for entry level positions. However, many students pursue a Master of Business Administration (MBA) or Master of Science degree in human resource management/industrial relations.

Next Steps

If you are interested in learning more about becoming a business management major at VCU, consider doing each of the following things. Check them off as you complete each step.

- Check out the VCU School of Business webpage.
- Take an introductory management course.
- Read about the BAM major in the *Undergraduate Bulletin*.
- Review the BAM major graduation

worksheet with an academic advisor.

- Talk to one or more upper-level BAM students about their major.
- Discuss the major with one or more management professors.
- Go to the Career Center to read about careers in management and explore internship opportunities.
- Go to the VCU bookstore and browse in the management textbook section.
- Investigate business student organizations at http://www.bus.vcu.edu/usib/student_org.html
- Check out the American Management Association website at www.amanet.org for information on topics related to the study of management.

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