



Counselling & Career Centre



What can I do with a Business Administration Degree/Diploma?

About Business Administration

Students develop a variety of business discipline skills in the Business Administration Degree/Diploma program. Job-related studies offered in this program include accounting, computer applications, human resources, marketing and payroll management. This program will provide you with a solid foundation on which to build your career in business, especially if you possess great communication skills, are self-motivated and pay attention to detail.

Career Options

After receiving a Business Administration Degree/Diploma, students may explore a number of career options including: owning and operating their own business, managing a business, working with commercial or industrial firms, or with service companies and government agencies. Today's companies are looking for employees with excellent communication and interpersonal skills. Critical-thinking skills, good decision-making capabilities and strong leadership skills are also required.

Graduates who have focused on marketing have chosen careers in consumer goods and service industries, as well as industrial goods and services and in government. Typical occupations include product manager, purchaser, sales representative, retail merchandiser, account manager, advertising and public relations representative, marketing researcher/marketers/marketing specialists, small business owner, and other product/services positions. Graduates with a major in accounting will have a broad understanding of business with a specialized aptitude in the accounting field. Career options include: bookkeepers, accounts payable clerks, accounts receivable clerks, etc. Graduates with a major in financial services will have a broad understanding of business with a specialized aptitude in the financial services field. Career options include: customer service representatives, credit or investment managers, finance and insurance clerks, financial planners, real estate clerks, supervisors in sales and services. Graduates with a major in general studies typically find employment as: management trainees, general managers, assistants, sales representatives, sales managers or personnel officers in retail, financial services, insurance, human resources, non-profit, sales and marketing industries.



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The **ALIS (Alberta Learning Information Service)** <http://alis.alberta.ca> and the **Working in Canada** <http://www.workingincanada.gc.ca> websites provide information about wages, education requirements, local and national employment prospects, interests and skill requirements for graduates of the Business Administration – diploma/degree program.

If you would like to explore your interests, identify your goals; discuss your career options and job search strategies and discover how to make the most of your education, we encourage you to either drop by the Counselling and Career Centre in room 1402 or call 403-343-4064 to make an appointment with the Career and Employment Services Coordinator.

This career/job listing is only a sample of the opportunities available; these are certainly not the only career/job options accessible with this degree. Some of the careers listed require further education.

For career information, enter the four digit number listed below in the Alberta Learning Information Services Website (www.alis.alberta.ca) or the National Occupational Classification Website (<http://www5.hrsdc.gc.ca/NOC/>).

What you can be with you Business Administration Degree/Diploma:

Credit Loans Manager #0122.2	Payroll Assistant #1432	Accounts Receivable Clerks #1231	Customer Service Representative #2282
Finance Clerk #1231	Investment Manager #0122.1	Advertising coordinator #1122.2	Program Administrator #4212
Collection Clerk #1435	Communications Coordinator #5124	Research Technician #4163	Citizen Service Agent
Recruiter #1223	Bookkeepers #1231	Product Manager #0611.2	Accounting Clerk #1231
Insurance Clerk #1212	Real Estate Clerk #0121	Customer Relations Coordinator	Executive Assistant #1411



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Sales Administrator	Program Coordinator	Accounts Receivable Administrator #1431	Compensation Advisor #1223
Human Resources #1223	Specialist/Recruiter #1223	Accounts Payable Clerks #1231	<input type="checkbox"/> Purchaser <input type="checkbox"/> #1225
Public Relations Representative #5124	Credit Manager # 0122.2	Market Researcher #4163	Cost Administrator
Billing Coordinator #1231	Marketing Coordinator #0611	Branch Administrator	Credit Service Specialist #0122.2
Bank Teller #1433	Financial Investment Advisor #1112	Legislative Assistant #1222	Purchasing Agent #1225
Venture Capitalist	Advertising Assistant #1452	Bookkeeper #1231	Employment Counsellor #4213
Account Coordinator	Immigration Officer #1228	Loans Officer #1232	Human Resource Generalist #4164
Public Relations Representative	Assurance Promotion Specialist #1122	Media Coordinator #5124	Fundraiser #5124
Researcher #4164	Management Trainee	Marketing and Researcher #4163	Public Relations Officer #5124

With Additional Education I could be a:

Security Agent, Investment Deal & Broker #1113	Underwriter #1114	Mortgage Broker #1114	Job Analyst #1121
Finance Manager #0111	Community Relations Officer #6261	Insurance Agent #6231	Professor/Teacher/Lecturer #4121
Bank Manager #0122	Project Manager #0213	Computer & Information Systems Manager #0213	Purchasing Manager #0113



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Human Resource Manager #0112	Account Director	Program Officer	Comparative Public Policy Director
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Employers (Not a Comprehensive list):

Advertising Agencies	Auditing and Accounting Firms	Banks	Educational Institutions
Government Human Resource Departments	Insurance Companies	Management Consulting Firms	Mutual Funds Investment Firms
Non – Governmental Agencies	Placement Agencies	Public Relations & Advertising Firms	Real Estate Firms

Major Skills obtained from a Business Administration degree/diploma program (not a comprehensive list)

- Interpersonal communication skills (oral and written)
- Engage in ethical practice
- Knowledge of human development & behaviour
- Problem solving skills
- Able to observe, analyze, & interpret information
- Decision making
- Planning and budgeting
- Critical and inferential thinking
- Time management
- Marketing
- Computer literacy
- Understanding of group dynamics

Listing of Potential Employers

Red Deer College – www.rdc.ab.ca
 City of Red Deer – www.reddeer.ca
 City of Calgary – www.calgary.ca
 City of Edmonton – www.edmonton.ca
 RBC - www.rbc.com/careers/index.html



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General Job Search Websites

- www.rdc.ab.ca/employment Red Deer College Job Opportunities
- http://www.rdc.ab.ca/about_rdc/human_resources/employment/Page_s/StudentEmployment.aspx Red Deer College Online Job Posting Board
- www.reddeer.ca City of Red Deer
- <http://rdcounty.ca/> Red Deer County
- <http://www.reddeerchamber.com> Red Deer Chamber of Commerce
- www.reddeerconstruction.com Red Deer Construction Association
- www.carmagroup.ca Central Albert Rural Manufacturing Association
- www.jobbank.gc.ca
- <http://ca.indeed.com/?r=us>
- <http://www.tourismreddeer.net>
- www.chr.alberta.ca/jobs Alberta provincial government
- www.jobs.gc.ca Federal government
- www.healthjobs.ab.ca Alberta Health Services
- <http://www.rdpsd.ab.ca/Human-Resources.php> Red Deer Public School District
- http://www.rdcrd.ab.ca/en/Career_Opportunities_6 Red Deer Catholic School District
- www.eluta.ca
- www.reddeerjobshop.ca
- <http://reddeer.kijiji.ca>
- www.wegotjobs.ca
- <http://talentegg.ca/>
- <http://www.diversifiedstaffing.com/>
- www.jobster.com
- <http://www.extremejobs.ca/>
- www.alberta-canada.com/jobs
- www.wowjobs.ca
- www.jobpostings.ca
- www.workopolis.com
- www.albertajobs.com
- www.monster.ca
- www.linkedin.com



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- <https://www.securewebexchange.com/lokken.com/pfs/emplopps.php>
Lokken
- www.careerbuilder.ca

Professional Associations and Sites of Interest

Canadian Tax Foundation (www.ctf.ca)

Marketing Research and Intelligence Association (www.camro.org)

American Society for Public Administration (www.aspanet.org)

Information Technology Association of Canada (www.itac.ca)

RDC Department Information

Business Administration Diploma/Degree -

http://www.rdc.ab.ca/academic_calendar/program_course_listing/certificate_and_diploma_programs/Pages/business_administration.aspx

For More Information

Please contact the Career & Employment Services Coordinator
403.314.2476

Counselling & Career Centre - Room 1402
employmentservices@rdc.ab.ca

Information adapted from

<http://www.mcgill.ca/files/caps/english.pdf>

www.bowvalleycollege.ca

www.nait.ca

www.senecac.on.ca

www.alis.gov.ab.ca

<http://business.mtroyal.ca>

<http://www.workingincanada.gc.ca/>