

Business Studies

Business studies comprise of various different occupational areas that usually require a bachelor's degree or higher in most cases. Entrepreneurship is becoming more of a very significant part of business studies.

Work Environment

Most persons work full time. However, about 1 in 4 worked 50 or more hours per week. They usually work in offices and their duties depend on the industry they work in.

Occupations:

Administrative services managers plan, direct, and coordinate supportive services of an organization. Their specific responsibilities vary by the type of organization and may include keeping records, distributing mail, and planning and maintaining facilities.

Advertising, promotions, and marketing managers plan programs to generate interest in a product or service. They work with art directors, sales agents, and financial staff members.

Architectural and engineering managers plan, coordinate, and direct activities in architecture and engineering, including research and development in these fields.

Compensation managers plan, direct, and coordinate how and how much an organization pays its employees. Benefits managers do the same for retirement plans, health insurance, and other benefits an organization offers its employees.

Computer and information systems managers, often called information technology managers (IT managers or IT project managers), plan, coordinate, and direct computer-related activities in an organization. They help determine the information technology goals of an organization and are responsible for implementing the appropriate computer systems to meet those goals.

Construction managers plan, coordinate, budget, and supervise construction projects from early development to completion.

Food service managers are responsible for the daily operations of restaurants and other establishments that prepare and serve food and beverages to customers. Managers ensure that customers are satisfied with their dining experience.

Human resources managers plan, direct, and coordinate the administrative functions of an organization. They oversee the recruiting, interviewing, and hiring of new staff; consult with top

executives on strategic planning; and serve as a link between an organization's management and its employees.

Industrial production managers oversee the daily operations of manufacturing and related plants. They coordinate, plan, and direct the activities used to create a wide range of goods, such as cars, computer equipment, or paper products.

Lodgings managers make sure that guests on vacation or business travel have a pleasant experience, while also ensuring that an establishment is run efficiently and profitably.

Financial managers are responsible for the financial health of an organization. They produce financial reports, direct investment activities, and develop strategies and plans for the long-term financial goals of their organization.

Public relations managers and specialists create and maintain a favorable public image for their employer or client. They write material for media releases, plan and direct public relations programs, and raise funds for their organizations.

Sales managers direct organizations' sales teams. They set sales goals, analyze data, and develop training programs for the organization's sales representatives.

Training and development managers plan, direct, and coordinate programs to enhance the knowledge and skills of an organization's employees. They also oversee a staff of training and development specialists.

Top executives devise strategies and policies to ensure that an organization meets its goals. They plan, direct, and coordinate operational activities of companies and public or private-sector organizations.

The area of business and business studies is very broad and includes many more occupational areas that individuals can engage in.

How to get Qualified

Educational requirements vary by the type of organization and the work employees do. These persons must have related work experience.

A master's degree in business administration or a related field can enhance a manager's opportunities to advance to higher level positions, such as director of administrative services. Some experienced managers may join or establish a management consulting firm to provide administrative management services to other organizations on a contract basis.

Job Outlook

Job opportunities may vary from year to year because the strength of the economy affects demand for business services managers. Industries least likely to be affected by economic fluctuations are usually the most stable places for employment.