

# BUSINESS

The Associate of Science and Bachelor of Science in Business Administration degree programs provide students with a broad knowledge of modern business and management theories through a carefully structured core curriculum. Also emphasized is group dynamics which encompasses an understanding of teams, mobility, empowerment, total quality management (TQM), cross training, re-engineering, delayering, outsourcing, and contingency employees. This combination is vital for the success of UMA's graduates.

Students who complete the Associate's and/or Bachelor's programs are engaged in a variety of accounting and management positions in public and private organizations of all sizes. Graduates of our baccalaureate degree program successfully pursue advanced degrees in business administration, public administration and law.

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## Transferable Skills & Competencies

Students in UMA's Business programs develop a wide array of marketable skills including self-confidence, cultural awareness, written and oral communication expertise, critical thinking, technical accounting, and analytical and managerial abilities. In addition, a working knowledge of computers, spreadsheets, small business practices and accounting principles have contributed to the success of Business program graduates in such fields as marketing, management, tax accounting, and auditing. Some examples of skills and career opportunities for the business student follow:

### **Communication**

- Speaking publicly
- Supervising others
- Hiring and training others
- Persuading others
- Writing reports
- Explaining information to others

### **Quantitative**

- Applying statistical procedures
- Developing budgets
- Interpreting numerical data
- Projecting/forecasting results
- Utilizing accounting systems

### **Technical**

- Using spreadsheets
- Managing information systems
- Understanding legal concepts
- Preparing financial statements
- Computing tax information

### **Analysis**

- Evaluating policies
- Determining cost/benefit ratios
- Making investments
- Evaluating and interpreting data
- Organizational planning
- Understanding market dynamics



***The University of Maine at Augusta***

with campus locations in Augusta and Bangor,  
teaching to over 100 centers and sites statewide.

# Careers

Business students are prepared to succeed in a wide range of positions. The following list of occupations offers a glimpse of opportunities pursued by business majors. Faculty members stress that while many positions may not formally require a bachelor's degree, the reality is that the bachelor's degree is essential for professional level business positions.

## **Financial Services**

Bank Loan Officer  
Comptroller\*  
Tax Preparer  
Financial Planner  
Commodities Trader  
Certified Public Accountant

## **Public Sector**

City Clerk  
Internal Revenue Service Agent  
City Accounting Assistant  
Medicare Office Manager  
Hospital Administrator\*  
Financial Aid Advisor

## **Business**

Retail Buyer  
Cost Accountant  
Accounts Payable Office Manager  
Benefits Specialist  
Executive Secretary  
Credit Manager  
Human Resources Manager

## **Marketing/Sales**

Auto Dealership Sales Manager  
Franchise Sales Director  
Insurance Agent  
Real Estate Sales/Broker  
Marketing Research Assistant  
Telemarketing Sales Director

\* Baccalaureate or Graduate level study is generally required for these occupations.

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## For More Information

### *College of Mathematics &*

#### *Professional Studies*

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### *Program Coordinator: Brenda McAleer*

621-3483 or 1-877-UMA-1234, ext. 3483

### *Academic & Career Advising Center*

Augusta:

621-3149 or 1-877-UMA-1234, ext. 3149

Bangor: 1-207-262-7808

### *Admissions & Records Office*

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