

Business Management

Background -

The duties of someone working in business management will vary depending on the industry. Generally, the manager of a business is responsible for planning, directing, organizing and coordinating the functions of the business and its staff. Daily tasks and the running of the company generally fall to the manager.

What is the average salary for this career?

1. Office Manager - \$45,272*
2. Operations Manager - \$62,141**

What classes at GVSU may help me in my career in management? Discuss with your advisor which courses among those on this list, along with other courses not listed here, would best serve your career goals.

1. **PSY 349** – Psychology of Media
2. **PSY 360** – Social Psychology
3. **PSY 445** – Industrial/Organizational Psychology
4. **Management Courses:** need permit if not admitted in College of Business
 1. **MGT 361** – Management Science
 2. **MGT 331** – Concepts of Management
 3. **MGT 333** – Human Resources Management (requires MGT 331)
 4. **MGT 268** – Business Processes & Management Information Systems
 5. **MGT 366** – Operations Management
5. **Significant background knowledge in business (i.e. minor, major) may be necessary to be successful in this career**
6. **ERP Courses** – Taking MGT 351, MGT 268, MGT 471, and MGT 480 can lead to a SAP Recognition Award
 1. This is a highly desirable skill, based in a particular statistical software, that many businesses look for in a possible employee
 2. Even taking one course (MGT 351) will be beneficial
 3. Can become TERP 10 Certified as well, go to www.gvsu.edu/erp for more information

What other experiences can I explore outside of my classes?

1. Large corporations such as Domino's, Service Express, Inc., and Walgreens have management "internship" programs that take all majors.

*Salary from payscale.com (2017) for "Office Manager"

** Salary from payscale.com (2017) for "Operations Manager Salary". All with a Master's degree (all employed at universities)

2. Explore career fairs hosted by GVSU - expand your network of potential employers
 - a. Tip – search on Handshake for more than “psychology major”
3. Join a business oriented club - Society for Human Resources Management (SHRM).
Learn how to become more effective in the field through group projects and activities, publications, seeing guest speakers, and gaining employment assistance.

What are applicable skills for this career? Being able to pay close attention to detail, the ability to lead groups, communicate project information and build strong relationships with clients are important skills. In addition, strong computer skills and a good understanding of research methods and statistical analysis are also important traits.

Employer Possibilities - Possible titles include associate project manager, engagement manager, learning and development program manager



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