

## BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

In the business administration major, you'll gain a well-rounded education that provides foundational, workplace-relevant management skills, organizational theory, and operational knowledge. The major is designed to help you compete for the jobs of today and tomorrow by building a comprehensive base of knowledge and prepare for a variety of positions in for-profit, nonprofit, and public-sector organizations.

### // The UMUC Difference

A leader in distance education, University of Maryland University College (UMUC) specializes in offering affordable and accessible career-relevant education focused on helping you succeed. The goal of this major is to develop key managerial competencies—including critical thinking, systems thinking, team building, decision making, and ethical leadership—that you can apply to a variety of management-related careers in almost any type of business enterprise.

### // What You'll Learn

Through your coursework, you will learn how to

- Plan and communicate a shared vision for the organization that will drive strategy, assist with decision making, and position the organization competitively
- Design and create management and leadership plans
- Evaluate qualitative and quantitative data
- Communicate effectively across all levels of an organization
- Develop, communicate, and implement policies and procedures to reduce cost and organizational risk and promote ethical practices
- Manage people, time, and resources by using effective employment practices, encouraging team building, and mentoring junior members of the staff
- Design and execute personal and employee development systems to enhance job performance and leadership skills

### // Career Preparation

This program is designed to help you prepare for work in management and operations for nonprofit, for-profit, and public-sector organizations.

#### 3D SCHOLARS

Through a groundbreaking partnership, Prince George's County Public Schools (PGCPS), Prince George's Community College (PGCC), and University of Maryland University College (UMUC) are offering students in Prince George's County an affordable pathway to a bachelor's degree, beginning with community college dual enrollment while in high school.

For more information on the 3D Scholar program, visit [www.pgcps.org/3DScholars/](http://www.pgcps.org/3DScholars/), or call **855-267-8682**.

For more information about UMUC, visit [umuc.edu](http://umuc.edu) or call **800-888-UMUC (8682)**.