What can I do with a degree in...

BUSINESS ADMINISTRATION & LAW

Why study **BUSINESS ADMINISTRATION & LAW?**

Western's Business Administration and Law Program offers students a quality education in the area of business administration and law, business policy, and strategy through synergistic teaching, research, and service. Students receive a thorough background in the interrelationship of business and law, legal theory, legal research, and the application of law in everyday business transactions and management.

We promote the personal and professional development of each of our students by offering and encouraging participation in engagement opportunities and by using interactive teaching methods that develop critical thinking and decision-making abilities. Using these skills, along with knowledge of current accounting theories and practices, general business skills, and understanding of global business issues, our graduates will be Business Ready®, prepared to make an immediate contribution to their employers and communities.

What is the **DEGREE OPTION?**

Bachelor of Science in Business Administration (B.S.B.A.) in Business Administration and Law

NOTE: Students may opt to dual major in Business Administration and Law and Management. Complementary minors include minors in Management and Marketing. Western Carolina University also offers a Master of Business Administration (M.B.A.) degree.

What is the **UNDERGRADUATE ADMISSION PROCESS?**

Any currently enrolled student at WCU may declare Business Administration and Law as an undergraduate major. Please make an appointment with your advisor via your MyWCU student portal to declare this major.

What **JOBS ARE AVAILABLE?**

Our graduates are prepared to become a variety of professionals including business analysts, business consultants, advertising sales agents, marketing and promotions managers, bankers, corporate managers, insurance agents, realtors, small business and nonprofit managers, attorneys, purchasing agents, human resource consultants, attorneys, risk management consultants, business owners, sales agents, and more.

NOTE: Advanced degrees may be required for some of the above careers. Please speak with an advisor or career counselor for more information.

Who employs **BUSINESS ADMINISTRATION & LAW** graduates?

Our graduates work for a variety of employers including private law firms, non-profit organizations, federal, state and local government agencies, businesses and industries, tax preparation companies, hospitals and health organizations, law firms, and banks and other financial organizations. Graduates may contact the Center for Career and Professional Development with assistance in job searching.

MAJOR MAP

How to use this map: Review the four categories and suggestions of activities and when you should consider engaging in them. Remember, these are just suggestions! There is a fillable space for you to add in any other ideas you have to set yourself up for success in life after college.

	1st YEAR	2nd YEAR
EXCEL IN ACADEMICS	Coursework your first year will focus on foundational classes within the liberal studies catalog as well as introductory business courses including accounting and economics. Check out the **8-semester plan** and make an appointment with your advisor.	The second year continues with additional liberal studies requirements as well as intermediate Accounting, Economics, Marketing, and Law courses. Check out the **8-semester plan** and make an appointment with your advisor.
GET HANDS-ON EXPERIENCE	Check out **WCU's DegreePlus program** and choose which events in any of the four categories you want to attend. Categories include: Professionalism, Teamwork, Leadership, or Cultural Responsiveness. See what on-campus employment opportunities are available by logging in to JobCat via your MyWCU.	Consider joining clubs or organizations related to your major such as the student chapter of Future Business Leaders of America. If you are thinking about attending a graduate school, start engaging in hands-on experiences required in graduate school admissions. Engage deeper with **DegreePlus;** choose an additional competency to complete
BE PART OF THE COMMUNITY	Connect with the **Center for Community Engagement and Service Learning** and ask about the **Spark Award,** a program aimed to encourage and recognize students who are connected with their community.	Develop deeper relationships with the organizations for which you volunteer. Ask for special projects or responsibilities that you can highlight on a resume. If you want to **study abroad,** this is a good year to have that experience. The Study Abroad Office has excellent suggestions on places to go to your major specifically.
PREPARE FOR LIFE AFTER COLLEGE	Further explore your career options or career interests using the **Center for Career and Professional Development's** online resources, **Focus 2,** and **Onet Online.** Connect with a career counselor early on to explore opportunities and experiences you can do while in college to further develop your professional resume.	Check out **CCPD's list of career-building activities** and participate in an activity this year, such as attending Career Fair Plus. Start a spreadsheet of graduate schools you wish to apply to in a few years; label your spreadsheet with each school's admission requirements and application materials so that you are aware of the expectations.

Looking for a minor? Consider these options:

Accounting
Economics
Entrepreneurship
Environmental Science
Finance
History
Management
Marketing
Mathematics
Philosophy
Political Science

3rd YEAR

Courses in your third year will focus heavily on upper-level Business Administration and Law courses including Quantitative Analysis, Finance, and Law. Check out the **8-semester plan** and make an appointment with your advisor.

Complete an internship that will give you practical hands-on experience in your field. Contact the CCPD for help in your internship search.

Consider networking with professionals in your field during networking events or conferences such as the **American Society of Administrative Professionals annual summit** or events hosted by the **American Bar Association.**

Volunteer with nonprofits that focus on your ideal career path.

Connect with alumni in your field through **LinkedIn**

Visit the CCPD to hone your professional resume and cover letter (Make an appointment through MyWCU)

Utilize the **Writing and Learning Commons** for LSAT, GRE, and other professional exam preparation sessions. Take the LSAT, GRE, etc. Use **Big Interview** to learn more about professional interviews.

Schedule a visit to tour graduate schools of your choice, if applicable.

4th YEAR

Courses in your final year will continue to focus on upper-level Business Administration and Law classes and any remaining liberal studies requirements. Check out the **8-semester plan,** make an appointment with your advisor, and complete your degree audit, and **apply for graduation!**

Investigate requirements for full-time jobs or graduate school admissions. Assess what skills or experiences you're lacking and invest time in seeking additional opportunities such as certification programs, classes, or professional development workshops during your last year to fill that gap. Connect with your faculty advisor or career counselor.

Join professional organizations such as the **American Society of Administrative Professionals** or the **American Management Association.**

Network with employers and non-profits at the annual Career Fair Plus event, held each October and February.

Apply to graduate schools, if applicable.

Look for and apply for jobs between 4 and 6 months before graduation.

Polish your resume, cover letter, and interview skills by vising the **CCPD.**

DID YOU KNOW? Internships are still the number-one educational experience employers look for in a recent college graduate resume. (Chronicle of Higher Education's study on 50,000 employers)

MORE INFORMATION

INTERNSHIP Information

There are numerous internship opportunities for students. In some cases internships are established through a faculty member in the student's major. Oftentimes students find part-time jobs in an area related to their field of study. When this happens, students should discuss with their academic adviser the possibility of receiving college credit. Generally, three hours of general elective credit can be earned for a minimum of 200 hours of experience.

SKILLS LEARNED in the classroom

The core competencies will center on developing skills, knowledge, and attitudes such as:

- information handling and organization
- decision making
- oral and written communication
- numerical computation
- analytical and quantitative abilities
- problem solving
- technical skills
- teamwork
- leadership

KNOWLEDGE Base

This program will prepare students to:

- Effectively communicate with team members while problem-solving today's business challenges.
- Apply ethical principles in real-world scenarios.
- identify needed actions or presented problems, find and use appropriate information to address the action or problem, identify alternative solutions, and make decisions.
- Understand the relationship of law and business, particularly in the areas of contracts, business organizations, and business ethics, opinions, reports, theories and proposals.

Professional **RESOURCES**

- American Society of Administrative Professionals: www.asaport.com
- American Bar Association: americanbar.org
- American Management Association: amanet.org
- Association of Executive and Administrative Professionals: theaeap.org

QUESTIONS?

For questions, please call the Business Administration and Law program at 828-227-7412 or visit blaw.wcu.edu.

To schedule an appointment with a career counselor, contact the Center for Career and Professional Development, 828-227-7133 or careerservices@wcu.edu.

Western Carolina University