

BUSINESS ADMINISTRATION

# Experience Map



**PROMISE**  
@ uwindsor.ca



University  
of Windsor

BUSINESS ADMINISTRATION **CO-OP**  
AVAILABLE

BUSINESS ADMINISTRATION AND COMPUTER SCIENCE **CO-OP**  
AVAILABLE

BUSINESS ADMINISTRATION AND ECONOMICS

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# BUSINESS ADMINISTRATION

## SKILLS AND KNOWLEDGE OF BUSINESS ADMINISTRATION GRADUATES

### PROGRAM HIGHLIGHTS

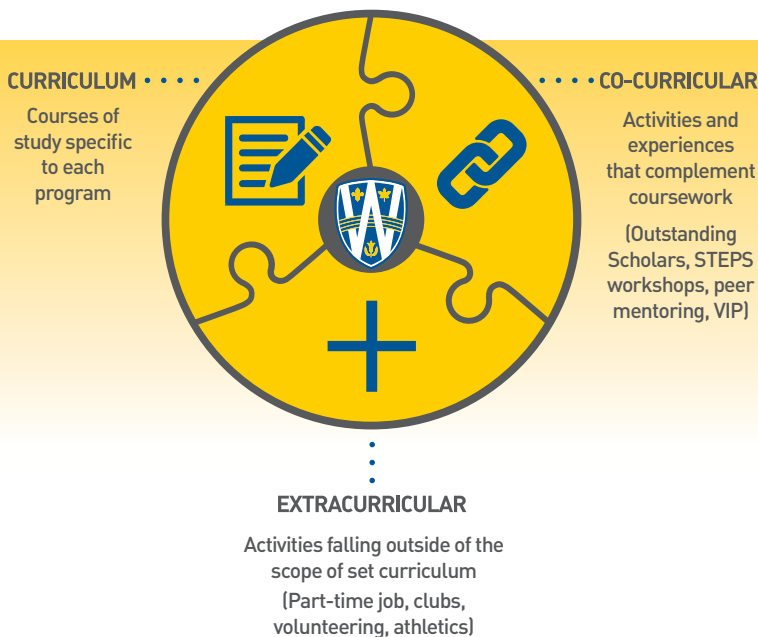
**Business Administration:** Business Administration (Co-op): The Odette Experience combines classroom teaching, faculty interaction and hands-on learning through case studies, group projects, community engagement and extra-curricular opportunities. After a broad introduction to business in first and second year, you can focus on your area of preference: Accounting; Finance; Human Resources; Operations and Information Systems Management; Marketing; and Strategy and Entrepreneurship.

**Business Administration and Computer Science:** Business and Computer Science (Co-op): Combine your business degree with specialized training in information technology for a strong foundation that will open up a diverse range of such career opportunities as computer and network administrator, game developer, operations manager, systems analyst and database administrator.

**Business Administration and Economics:** This joint program includes specialized training in economics—knowledge of the underlying issues that impact global financial problems and growth, analytical skills, and a strong understanding of the decision-making process based on the resources available in a snap shot of time.

### FUNCTIONAL KNOWLEDGE

- Work independently, lead and effectively work in teams, as appropriate to the business situation
- Apply technical knowledge to identify and analyze issues and identify solutions
- Initiate and undertake research that relates to the field of business
- Make and communicate sound, ethical business decisions
- Implement change to anticipate and react to economic and social events



### BUILD YOUR SKILLS AND EXPERIENCE

Your UWindsor experience is more than attending classes. It is a combination of academics, co-curricular activities, and extracurricular involvement. By making the most of all three elements of your university experience, you will maximize your opportunities to build your skills, broaden your personal network, and clarify your long term academic and career goals.

### CAREER PLANNING GUIDE

Intentional career planning will help you prepare for your next step after graduation. It is a fluid, dynamic, and continuous process, meaning you can move on or return to an earlier stage at any time. You can even work through simultaneous cycles, like one for your long-term dream job and another for a summer job.



# Experience Map

## HOW TO USE THIS GUIDE

This guide is meant to help you explore various opportunities throughout the course of your Odette Experience. It is intended to help you link academics, co-curricular, extra-curricular and career planning activities by suggesting some of the options available to you. This is to help you see what you can do, rather than what you are required to do!

## Academics



### First Year

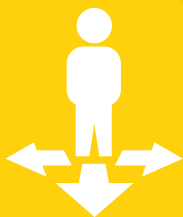
- Take required courses including Introduction to Business and Introduction to Economics
- Review degree course requirements
- Begin to think about an area of focus for later years, including: Accounting, Finance, Human Resources, Operations and Information Systems Management, Marketing, and Strategy and Entrepreneurship
- Visit the Odette Student Success Centre to receive academic support and advising and tutoring assistance

## Experience



- Apply for a co-curricular experience such as the Volunteer Internship Program (VIP)\*
- Visit the EPICentre on campus to learn details about starting your own business
- Meet with your HOUSE mentor regarding any help you might need as you adjust to university life
- Explore co-op options and consider applying in fall of second year\*
- Investigate research opportunities as part of the Outstanding Scholars program\*
- Research student exchange opportunities for middle years in such locations as China, France and Germany\*
- Join such clubs as the Odette Commerce Society, Business International Student Club or Toastmasters

## Career



- Create a list of things that you enjoy, areas in which you excel, and your skills
- Meet with Odette Career Services to have your resumé or cover letter critiqued, to learn about career options and professional designations to develop a plan for your future years
- Consider taking an interest assessment to identify possible career paths
- Become familiar with the mySuccess online job search tool

## Middle Years

- Take required courses and check in with academic advisor to make sure you are on the right path
- Look into completing a research project in final year★
- Take courses in accordance with professional designations/certifications
- Seek out internships and courses that offer field experience★
- Identify and take courses required as pre-requisites for graduate/professional school
- Consider declaring a concentration, a minor and/or specialization

- Join a professional association in your field such as the Canadian Association of Business Students (CABS), Human Resources Professional Association (HRPA), Chartered Professional Accountants of Ontario (CPAO)
- Investigate research opportunities as part of the Outstanding Scholars program★
- Join the Odette Debate Team to compete locally and internationally
- Participate in UWill Discover undergraduate research conference★
- Apply to co-op in fall of second year and begin working locally or in a national or international location★
- Apply for student exchange★
- Expand your skills by taking on a summer, part-time or volunteer position
- Identify and pursue a leadership role in a club or society

- Research career fields and occupations
- Make an appointment with Odette Career Services to explore career options and have your resumé re-critiqued
- Explore opportunities and meet employers through a job fair or employer information session
- Attend the Graduate and Professional Schools Fair to explore further educational opportunities
- Analyze the requirements for graduate or professional schools
- Create a LinkedIn profile and have it critiqued by Odette Career Services
- Meet with Odette Career Services to identify alumni and industry contacts to request an informational interview

## Final Year

- Meet with faculty and academic advisor to go over degree requirements
- Complete all required courses to fulfill degree audit
- Apply to graduate through MyUWindsor Portal
- Work with a faculty member on a research project or publication★
- Take a capstone course in your area of focus to encapsulate your academic experience★
- Take a field work, independent study or practicum course to optimize your senior experience★

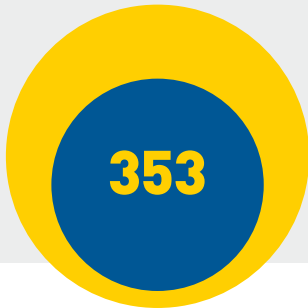
- Attend a business alumni workshop or guest speaker series
- Conduct field research with faculty member★
- Become a tutor for Students Offering Support (SOS)
- Become a H.O.U.S.E. Mentorship Program Leader to help first-year business students transition to university
- Complete final co-op work placements

- Consider applying to graduate or professional school. Be aware of early application deadlines
- Meet with Odette Career Services to prepare such application documents as a CV or Personal Statement for professional schools
- Meet with Odette Career Services for final review of your resumé, cover letter and LinkedIn profile; talk with them regarding your career plan, job search, and opportunities that exist after graduation
- Meet with an Odette Career Advisor to discuss interview preparation and hold a one-on-one mock interview
- Meet employers at the annual job fair in January
- Compose a portfolio of relevant academic and work experience

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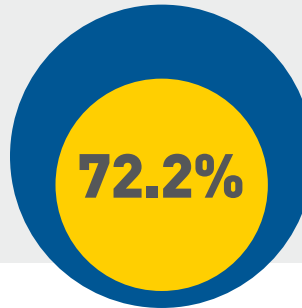
## LIFE AFTER GRADUATION

2016



Number of University of Windsor graduates from Business programs in 2016.

2013



Percentage of Canadian university business, management, marketing and related support services graduates who continued their studies post-bachelor degree.  
(National Graduates Study 2013)



### COMMON INDUSTRIES FOR BUSINESS ADMINISTRATION GRADUATES

- Academia
- Accounting
- Business: Analysis, research, corporate communications
- Consulting
- Economics
- Education: Elementary and secondary schools, vocational/corporate training
- Finance
- Government Services
- Journalism: Political correspondence and analysis
- Law and law enforcement
- Marketing: Advertising, digital media, corporate
- Politics: Political office, campaign management, polling and research, speechwriting
- Public policy think tanks and consulting: Public/private sector

### CAREER TRACKS\*

- |                        |                         |                       |                          |
|------------------------|-------------------------|-----------------------|--------------------------|
| Accountant             | Entrepreneur            | Marketing manager     | Public relations officer |
| Advertising manager    | Financial advisor       | Network administrator | Research assistant       |
| Business advisor       | Game developer          | Operations manager    | Sales manager            |
| Commercial banker      | Human resources manager | Policy analyst        | Strategist               |
| Computer programmer    | Journalist              | Professor             | Systems analyst          |
| Database administrator | Lawyer                  | Project manager       | Tax specialist           |
| Economic consultant    | Market research analyst | Public official       | Teacher                  |

\* Additional education and/or training required for some of the above careers.

### CAREER-READINESS COMPETENCIES



#### Critical Thinking and Problem Solving: Using strategic and creative thinking to make decisions and evaluate solutions

- Analyzing multiple dimensions of an issue in various relevant contexts to systematically investigate a problem
- Understanding how to apply new and/or unfamiliar information to a variety of situations and settings
- Performing comparative and critical analyses of primary sources to support and/or reject various ideas, opinions, and proposals



#### Professionalism and Work Ethic: Demonstrating personal management practices and a high level of integrity and ethical behaviour

- Comprehending the thoughts and ideas of people from disparate times and places; appreciating the relevance of these ideas in both historical contexts and modern terms
- Understanding and applying global leadership principles sensitive to social, cultural, and political issues
- Setting priorities, meeting deadlines, and effectively managing time, data, and resources under pressure



#### Teamwork and Collaboration: Working as a productive member of a group and collaborating with others to achieve set goals

- Working effectively as part of a team by identifying your role and contributing, through leading, teaching, and encouraging others, to its success
- Supervising/overseeing a project from conception to conclusion while determining outcomes, making decisions, and delegating roles optimally
- Applying knowledge of the structures of decision-making and power to lead in various economic and social roles



#### Communication: Appropriate and effective articulation of ideas and information to a range of audiences

- Writing careful, clear, concise, and reasoned reports, essays and other prose documents
- Preparing engaging, creative, and informative presentations that appropriately target diverse audiences
- Developing attractive and effective reports, presentations, and resources using appropriate technological aids



## CAMPUS RESOURCES

- Visit **Leddy Library** and the **Writing Support Desk** on the main floor for help with academic assignments
- Improve study skills through the **Skills To Enhance Personal Success (STEPS)** program
- Discover ways to get involved on campus through the **Student Success and Leadership Centre**
- Explore mentorship opportunities through the **Connecting4Success (C4S)** and **Bounce Back** programs
- Apply to the **Volunteer Internship Program (VIP)** to get involved in the community
- Look into the **Work Study** program for on-campus employment opportunities
- Broaden your cultural awareness through the **International Student Centre** and **Student Exchange Office**
- Get assistance developing your career plan and job search skills from **Odette Career Services**
- Consult with the **EPICentre** if you are interested in starting your own business
- Seek out assistance with academic accommodation from **Student Accessibility Services**
- Tend to your health and wellness with support from **Student Health Services, Lancer Recreation** and the **Student Counselling Centre**

### Recruitment Office

Phone: 519-973-7014  
Toll-Free: 1-800-864-2860  
Email: [info@uwindsor.ca](mailto:info@uwindsor.ca)

### Odette School of Business

Phone: 519-253-3000, Ext. 3153  
Email: [business@uwindsor.ca](mailto:business@uwindsor.ca)

### Odette Career Services

Phone: 519-253-3000, Ext. 6191  
Email: [odettecareers@uwindsor.ca](mailto:odettecareers@uwindsor.ca)



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