

# ADMINISTRATIVE MANAGEMENT, BAS

The Bachelor of Applied Science in Administrative Management provides career advancement opportunities for individuals employed (or seeking employment) in a wide variety of corporate, business and office environments. Like all BAS programs, the Administrative Management major builds upon the technical education acquired through an associate degree in a career field. For the Administrative Management major, the associate degree or career courses should be in an office- or business related field, such as office administration, secretarial studies, merchandising, paralegal studies, or business data processing. We offer the following concentrations in the Administrative Management major: Applied Criminal Justice, Organizational Leadership, and General Studies.

## Program Learning Outcomes

### Graduates of this program will be able to:

- Critical thinking and research: Students will be able to identify and describe key organizational principles and will be able to analyze business situations in a critical manner from practice gained in progressive business problem-solving situations.
- Ethical decision making: Students will recognize the legal and ethical considerations that impact business administration and will demonstrate their application in business problem-solving situations.
- Business acumen: Students will identify key concepts necessary for career success in today's global economy and will demonstrate their application in professional contexts.
- Workplace technology skills: Students will use information technology systems to achieve course requirements and to make solid business decisions.
- Management and supervisory skills: Students will recognize and apply supervisory and management concepts at levels required for effective performance in professional contexts.

## Requirements

### Program Requirements

- Student must have minimum overall GPA (as defined by Banner) of 2.0 at time of application
- The student must satisfy one of the three career course requirements prior to being admitted to BAS program:
  - Must have an AAS or AAT (Career Associate Degree) from a regionally accredited college or university with 38 transferrable technical or career credit hours

OR

- Must have at least 38 semester credit hours of professional/technical courses from a regionally accredited college or university with a grade of C or higher and 21 of these 38 hours must be in one professional/technical area. If the student has 30- 37 professional/technical courses, he/she will need to take additional courses to satisfy the 38 hour requirement; the student's advisor will recommend appropriate courses.

OR

- Must have at least 12 semester credit hours of military courses from the U.S. Military. If the student has less than the 38 transferrable technical/career/military courses, he/she will need to take additional courses to satisfy the 38 hour requirement; these courses can be satisfied from a combination of additional technical or career courses, military credit and/or lower division academic credit. The student's advisor will recommend appropriate courses. Please note that students cannot use lower division academic courses to satisfy both the block credit (38 hours) and core curriculum (Areas A-F) requirements. Therefore, students may need to take additional courses to satisfy their core curriculum requirements.

OR

- Must have at least 360 out-of-class clock hours of state or professional approved certification work which is equivalent to 12 academic credit hours. The department can only accept a maximum of 1,080 out-of-class clock hours or 36 academic credit hours. To meet the 38 academic hour requirement for entrance into the BAS program, students will need to take additional courses which can be a combination of technical or career courses, military credit and/or lower division academic credit. The student's advisor will recommend appropriate courses. Please note that students cannot use lower division academic courses to satisfy both the block credit (38 hours) and Core IMPACTS and Field of Study requirements. Therefore, students may need to take additional courses to satisfy their core curriculum requirements.

Code	Title	Credit Hours
<b>Core IMPACTS</b>		<b>42</b>
All core curriculum recommendations are shown under the Core IMPACTS section of the Undergraduate Graduation Requirements. ( <a href="https://catalog.clayton.edu/graduation-requirements/undergraduate-graduation-requirements/core-curriculum/#nonsciencemajorstext">https://catalog.clayton.edu/graduation-requirements/undergraduate-graduation-requirements/core-curriculum/#nonsciencemajorstext</a> )		
<b>Field of Study - Administrative Management</b>		<b>38</b>
Program specific courses are taken as part of the career associate degree at Clayton State University or another institution.		
<b>Upper Division Major Requirements</b>		<b>16</b>
<i>Required in All Concentrations</i>		
ENGL 3900	Professional & Tech. Writing	3
	or COMM 3300 Interpersonal Communication	
ADMN 3101	Supervision for the Workplace	3
ADMN 3104	Ethics for Adm and Tech Mgrs	3
ADMN 3111	Applied Economics	3
ADMN 4115	Global Technology	3
ADMN 4850	Seminar in Adm and Tech Mgmt	1
<i>Choose one concentration from the following list, or any minor:</i>		<b>24</b>
Organizational Leadership (p. 2)		
General Studies (p. 2)		
Applied Criminal Justice (p. 2)		
Homeland Security Emergency Management (p. 2)		
<i>Minor <sup>1</sup></i>		<b>15</b>
		<b>-</b>
		<b>18</b>

Free electives <sup>1</sup>

9 -

6

**Total Credit Hours** 120

1. The total of the Minor plus free electives must be 24 hours

**Concentration Requirements****Organizational Leadership**

Code	Title	Credit Hours
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ADMN 3112	Applied Accounting	3
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ADMN 3115	Legal Issues-Admin./Tech. Man.	3
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ADMN 3160	Technology Entrepreneurship	3
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ADMN 4101	Human Resources for Admin/Tech	3
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ADMN 4111	Leadership-Admin./Tech.	3
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**Related Electives (Select two)** 6

Any ADMN or AVIA 3000-4000 level course (no duplication) OR

FINA 3100	Personal Financial Management	3
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HMSV 3010	Introduction to Human Services	3
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HCMG 3101	Intro to Health Systems Mgmt.	3
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HFMG 3110	Personal Health and Wellness	3
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MGMT 3101	Mgmt. Prin. & Org. Behavior	3
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MGMT 3520	Negotiation and Conflict Mgmt.	3
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MKTG 3100	Personal Marketing	3
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MKTG 3101	Principles of Marketing	3
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**Free Elective**

Choose any upper division 3000- or 4000-level course. 3

**Total Credit Hours** 48**General Studies**

Code	Title	Credit Hours
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**Upper Division Electives Requirements**

Take seven 3000-4000 courses (21 hours) with one of the following prefixes: ADMIN, TECH, AVIA, HSEM, CRJU, MKTG, MGMT, FINA, HMSV, HFMG 21

**Free Elective**

Choose any upper division (3000 or 4000) level course. 3

**Total Credit Hours** 24**Applied Criminal Justice**

Code	Title	Credit Hours
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CRJU 3100	Criminology	3
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CRJU 3300	Corrections	3
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CRJU 3410	Survey of Criminal Law and Procedures	3
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CRJU 3400	Courts	3
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CRJU 3200	Policing	3
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Subtotal 15

**Related Electives**

Choose two of the following: 6

Any ADMN, CRJU, or HSEM 3000-4000 level course (no duplication)

POLS 3220 Judicial Process

POLS 4425 Constitutional Law I: Institut

**Free Elective**

Choose any upper division (3000-4000) level course. 3

**Total Credit Hours** 24**Homeland Security Emergency Management**

Code	Title	Credit Hours
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HSEM 3000	Homeland Security	3
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HSEM 3003	Emergency Management	3
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HSEM 3500	Counter Terrorism	3
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HSEM 4600	Intelligence & Analysis	3
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HSEM 4700	Legal Issues in HSEM	3
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**Related Electives** 6

Choose two of the following:

Any ADMN, CRJU, or HSEM 3000-4000 level course (no duplication)

**Free Elective** 3

Choose any upper division (3000-4000) level course

**Total Credit Hours** 24

<sup>1</sup> Students with credit for ECON 2105 Principles of Macroeconomics and ECON 2106 Principles of Microeconomics may **replace ADMN 3111 Applied Economics** or TECH 3111 Applied Economics with an **additional upper division related elective**. A grade of C or better is necessary in both courses.

<sup>2</sup> Students with credit for ACCT 2101 Principles of Financial Acct. and ACCT 2102 Principles Managerial Acct. may replace ADMN 3112 Applied Accounting or TECH 3112 Applied Accounting with an additional upper division related elective. A grade of C or better is necessary in both courses.

<sup>3</sup> No more than 2 classes (6 hours) can come from any one prefix.