

Administrative Management

The School of Continuing Education offers a certificate and an associate of science degree in administrative management.

The certificate consists of 10 courses. An additional nine courses will earn a student the associate's degree. The certificate program provides students with a foundation in areas including accounting, business law, management, business communications, human relations, and computer science. The associate's degree program adds courses in English, philosophy, social science, and math, among others.

Both options equip students with a basic understanding of business/office management and the opportunity to develop skills in major business functional areas.

Requirements for the associate of science degree

I. Core Requirements: 15 credit hours

Economics	3
English	6
Philosophy: Business Ethics	3
Mathematics	3

II. Electives: 12 credit hours

Business/Labor Relations	6
Free electives	6

III. Administrative Management: 30 credit hours

Accounting	3
Business Law	3
Leadership Studies	3
Labor/Management Relations	3
Management: Principles of Management	3
Philosophy	3
Business Communications	3
Office Administration	3

Plus one course in: (choose one)

SOC	335	Human Relations in Business	3
MGT	320	Human Resource Management	3
MGT	301	Organizational Behavior	3

Plus one course in: (choose one)

MGT	110	Management Information Systems	3
CSC	105	Business Software and the Internet	3

Total: 57 credit hours

Requirements for the certificate program

Accounting	3
Business Law	3
Leadership Studies	3
Labor/Management Relations	3
Management	3
Philosophy	3
Business Communications	3
Office Administration	3

Plus one course in: (choose one)

SOC	335	Human Relations in Business	3
MGT	320	Human Resource Management	3
MGT	301	Organizational Behavior	3

Plus one course in: (choose one)

MGT	110	Management Information Systems	3
CSC	105	Business Software and the Internet	3

Total: 30 credit hours

(Certificate program courses may be applied toward the associate's degree.)