

ADMINISTRATIVE MANAGEMENT MAJOR (ADMG)

The administrative management major focuses on the technical and management skills, concepts and principles needed to assume responsibility for executive office administration. Administrative managers are vital members of executive teams and assume supervisory, organizational and communicative roles in the coordination of administrative services.

An active articulation agreement exists between this program and a community college. For further details, see the Articulation Agreements section, page 13.

This program is under review. Contact the department for current program requirements.

General Education Requirements 47 hours

Area I Symbolics and Communication

1. See page 23
2. See page 23
3. See page 23
4. MATH118 Linear Models and Probability (3 hrs)
5. BEDU201 Microcomputers for Business Applications (3 hrs)

Area II Science and Technology

1. See page 24
2. See page 24
3. See page 24

Area III Social Sciences

1. See page 24
2. See page 24
3. ECON201 Principles of Macroeconomics (3 hrs)
4. ECON202 Principles of Microeconomics (3 hrs)

Area IV Arts and Humanities

1. See page 25
2. See page 25
3. See page 25
4. See page 25

Physical Education/Graduation Requirements 2 hours

Major Requirements 50 hours

Administrative and Information Management Concepts 21 hours

- BEDU395 Administering Workplace Systems and Technology (3 hrs)
- BEDU396 Information and Media Administration (3 hrs)
- BEDU495 End-User Systems: Implementation and Evaluation (3 hrs)
- BEDU496 Records Administration Using Database (3 hrs)
- MGMT384 Human Resource Management (3 hrs)
- MGMT485 Human Resource Development (3 hrs)

One course from the following:

- MKTG374 Business to Business Marketing (3 hrs)
- BEDU387 Cooperative Education in Business Education (3 hrs)

Business Foundations 21 hours

- BEDU100 Contemporary Business (3 hrs)
- ACC240 Principles of Financial Accounting (3 hrs)
- ACC241 Principles of Managerial Accounting (3 hrs)
- ACC342 Managerial Cost Accounting (3 hrs)
- LAW293 Legal Environment of Business (3 hrs)
- MKTG360 Principles of Marketing (3 hrs)
- DS265 Business Statistics I (3 hrs)

Information Processing 8 hours

- BEDU123 Word Processing/Keyboarding Applications (2 hrs)
- BEDU210 Concepts of Network and Business Technology (3 hrs)
- BEDU224 Computer-based Business Mathematics (3 hrs)

Minor Requirements 0 hours

No minor is required.

University Elective Courses 26 hours

Program Total 124 hours

APPAREL, TEXTILES AND MERCHANDISING MAJOR (ATM)

The apparel, textiles and merchandising curriculum offers practical career-oriented knowledge and skills as well as theoretical foundations of marketing fashion apparel and accessories. A minor in art, communication, service, journalism, management, marketing or theatre is required.

General Education Requirements 47 hours

Area I Symbolics and Communication

1. See page 23
2. See page 23
3. See page 23†
4. See page 23
5. See page 23

Area II Science and Technology

1. See page 24
2. See page 24
3. See page 24

Area III Social Sciences

1. See page 24
2. See page 24
3. See page 24
4. See page 24

Area IV Arts and Humanities

1. See page 25
2. See page 25
3. See page 25
4. See page 25†

Physical Education/Graduation Requirement 2 hours

Major Requirements 45 hours

Required Courses

21 hours

- ATM145 Introduction to Apparel and Textile Merchandising (3 hrs)
- ATM235 Introductory Textiles (3 hrs)
- ATM255 Apparel Analysis (3 hrs)
- ATM345 Merchandise Planning and Control (3 hrs)
- ATM355 Application of Merchandising Practices (3 hrs)
- ATM437 Professional Seminar (3 hrs)
- ATM487 Field Experience (3 hrs)

Elective Courses

24 hours

Twenty-four hours from the following:

- ATM105 Integrated Arts (3 hrs)
- ATM118 Apparel Studio (3 hrs)
- ATM119 Early American Textiles (3 hrs)
- ATM135 Cultural Study of Dress (3 hrs)
- ATM210 Display Techniques (3 hrs)
- ATM265 Merchandising of Interior Furnishings (3 hrs)
- ATM302 Fashion Manufacturing Techniques (3 hrs)
- ATM380 Fashion of the Haute Couture (3 hrs)
- ATM390 Visual Merchandising (3 hrs)
- ATM392 Pattern Design (3 hrs)
- ATM404 Advanced Textiles (3 hrs)
- ATM439 Fashion Markets (3 hrs)
- ATM460 Tailoring (3 hrs)

Minor Requirements 21 hours

Select a minor from the following:

- art
- communication
- journalism
- management
- marketing
- theatre
- physical science