

# BACHELOR OF APPLIED SCIENCE (BAS) ADMINISTRATIVE MANAGEMENT

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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 coursework may come from a variety of applied, technical, professional, or workforce-oriented fields, including business, administrative, public service, technology, healthcare, and related career disciplines. We offer the following concentrations in the Administrative Management major: Accounting, Applied Criminal Justice, Digital Marketing, Economics, Entrepreneurship, Finance, Financial Planning and Government Accounting, Financial Planning and Taxation, Human Resources, Leadership Development, Marketing, Organizational Leadership, General Studies, and Supply Chain Management.

## Program Learning Outcomes

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

- a. 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.
- b. 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.
- c. Business acumen: Students will identify key concepts necessary for career success in today's global economy and will demonstrate their application in professional contexts.
- d. Workplace technology skills: Students will use information technology systems to achieve course requirements and to make solid business decisions.
- e. Management and supervisory skills: Students will recognize and apply supervisory and management concepts at levels required for effective performance in professional contexts.

### The following BAS concentration degrees are available:

- BAS in Administrative Management, Accounting Concentration (<https://catalog.clayton.edu/administrative-management-bas/accounting-concentration/>)
- BAS in Administrative Management, Applied Criminal Justice Concentration (<https://catalog.clayton.edu/administrative-management-bas/applied-criminal-justice-concentration/>)
- BAS in Administrative Management, Digital Marketing Concentration (<https://catalog.clayton.edu/administrative-management-bas/digital-marketing-concentration/>)
- BAS in Administrative Management, Economics Concentration (<https://catalog.clayton.edu/administrative-management-bas/economics-concentration/>)
- BAS in Administrative Management, Entrepreneurship Concentration (<https://catalog.clayton.edu/administrative-management-bas/entrepreneurship-concentration/>)
- BAS in Administrative Management, Finance Concentration (<https://catalog.clayton.edu/administrative-management-bas/finance-concentration/>)
- BAS in Administrative Management, Financial Planning and Governmental Accounting Concentration (<https://catalog.clayton.edu/administrative-management-bas/financial-planning-and-governmental-accounting-concentration/>)
- BAS in Administrative Management, Financial Planning and Taxation Concentration (<https://catalog.clayton.edu/administrative-management-bas/financial-planning-and-taxation-concentration/>)
- BAS in Administrative Management, General Studies Concentration (<https://catalog.clayton.edu/administrative-management-bas/general-studies-concentration/>)
- BAS in Administrative Management, Human Resources Concentration (<https://catalog.clayton.edu/administrative-management-bas/human-resources-concentration/>)
- BAS in Administrative Management, Leadership Development Concentration (<https://catalog.clayton.edu/administrative-management-bas/leadership-development-concentration/>)
- BAS in Administrative Management, Marketing Concentration (<https://catalog.clayton.edu/administrative-management-bas/marketing-concentration/>)
- BAS in Administrative Management, Organizational Leadership Concentration (<https://catalog.clayton.edu/administrative-management-bas/organizational-leadership-concentration/>)
- BAS in Administrative Management, Supply Chain Management Concentration (<https://catalog.clayton.edu/administrative-management-bas/supply-chain-management-concentration/>)