

Roosevelt University

Evelyn T. Stone College of Professional Studies - Bachelor of Professional Studies

BPS Major in ADMINISTRATIVE STUDIES

Student _____ Advisor _____

Phone _____ ID# _____ Date _____ Unofficial Official

BGS 201 (6 s.h.) or 302 (Pro-Seminar **OR** Methods of Critical Reasoning)

(Note: BGS 302, for Fast Track **AND** Next Step students, requires AA/AS degree **OR** 60 s.h. with 2.0 gpa)

RECOMMENDED INTRODUCTORY WORK: _____

UNIVERSITY WRITING REQUIREMENT: ENG 101 _____ ENG 102 _____ Other ENG _____

BGS 290 (Technological and Quantitative Literacy): _____

MAJOR COURSES: (Minimum of 9 semester hours at the 300 level. A maximum of six semester hours of D is allowed in the major.)

COMMUNICATIONS: 9 semester hours

BCOM 301 _____ Two courses in English, Journalism, or Speech: _____

BUSINESS AND COMPUTER SCIENCE: 12 semester hours

ACCT 210 or ECON 101 or BLAW 201 _____ Elective in Business _____

Two courses in computer science and/or business _____

LIBERAL ARTS: 6 semester hours: _____

SUBJECT SPECIALTY: 15-21 semester hours in one Department or Program Area (may also include prerequisites)

Area selected: _____ Check one below:

____ Certified Professional Secretary (CPS) certification (provide copy) and **five** courses.

____ Six years secretarial experience (provide verification) and **six** courses.

____ **Seven** courses.

(_____) (_____)

INTERDISCIPLINARY SEMINARS (Note: May waive one Seminar with 9 s.h. transfer credit in area, not used elsewhere in curriculum, with 2.0 gpa. Students with AA/AS or 60 s.h. may waive two Seminars with 9 s.h. in two areas and 2.0 gpa.)

BGS 390 Seminar in Social Sciences _____

BGS 391 Seminar in Natural Sciences _____

BGS 392 Seminar in Humanities _____

SENIOR THESIS BGS 399 _____

I fully understand that the courses listed on this checksheet are the requirements for this major. Any change of major may require different and/or additional courses. DATE _____

STUDENT'S SIGNATURE _____ ADVISOR'S SIGNATURE _____

Notes Concerning the Major in Administrative Studies

COMMUNICATIONS

Required: BCOM 301, Business Communications. Two other courses should be chosen from writing and speech (English, Journalism, Speech and OLED 320 and 325).

BUSINESS AND COMPUTER SCIENCE

Business elective may be chosen from any courses offered by the College of Business which the student is qualified to take. Please make careful note of prerequisites.

LIBERAL ARTS

Some recommended courses are:

- ECON 101 and ECON 102
- Foreign Language
- History and particularly History and Politics of Women in the U.S. (383)
- Political Science, particularly Gender, Law, and Politics (341)
- Psychology, particularly General Psychology (103), Statistics (200), Social Psyc (220), Tests and Measurements (270), Psychology of Women (345), and Industrial Psyc (370)
- Sociology, particularly Sociology of Women (237), Social Psychology (260), Intro. to Social Organization (315), Sociology of Work (316)

SUBJECT SPECIALTY

Specialties may be selected from any academic Department or Program Area. (**Note:** Program Areas include Actuarial Science, African and African-American Studies, Gerontology, International Studies, and Women's Studies.) Some suggested areas are Computer Science, Economics, Foreign Languages, Organizational Leadership, Public Administration, Speech, and Women's and Gender Studies.

The Paralegal Studies Program may also be used here. The courses which may count are:

PARA 301	Ethics and Professionalism
PARA 302	Legal Research
PARA 325	Legal Writing
PARA 303	Civil Law
PARA 304	Pre-Trial Litigation
PARA 305	Commercial Law

Students may select another PARA course if needed for the subject specialty. The courses should be completed in the order listed. Prerequisite: Before enrolling in PARA courses, students must have completed all other required courses with a minimum gpa of 2.5.

Students who complete the following five courses will earn a certificate in Organizational Leadership:

OLED 320	Intro to Organizational Communication
OLED 325	Organizational Communication II
OLED 363	Foundations of Organizational Leadership
OLED 335	Organizational Change
OLED 365	Diversity in the Workplace

NOTE: Students must complete a graduation application and submit it by the published deadline to receive the certificate.