



## Administrative Management Minor Advising Sheet

This checklist is designed to help you organize a two year plan in the 2009-2010 Catalog. Use this form to indicate classes you have already taken and classes you plan to take within the next two years. After you are finished, print this form and bring it to your advising appointment. An active check box indicates the class is tentatively scheduled to be offered that quarter. Check with ITAM for summer offerings. *\*Indicates Prerequisite.*

Course	Cr.	Done	Fall__	Winter__	Spring__	Fall__	Winter__	Spring__
Required Courses:								
ADMG 201 Introduction to Business	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADMG 371 Administrative Management	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADMG 372 Leadership & Supervision	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADMG 374 Project Management	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADMG 385 Business Communication & Report Writing	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADMG 424 Administrative Management Policy	4	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Total Credits:	24	<input type="checkbox"/>						

Name \_\_\_\_\_ Student ID# \_\_\_\_\_ Email \_\_\_\_\_