



**ST. JOHN'S
UNIVERSITY**

COLLEGE OF
PROFESSIONAL STUDIES

Bachelor of Science **Administrative Studies**



ABOUT THE ADMINISTRATIVE STUDIES PROGRAM

The Communication Arts Program offers a broad and in-depth approach to studying all media, including television, film, radio, newspapers, magazines, computer graphics, PR, and new media. Students incorporate hands-on media writing courses and media analysis and criticism courses with business skills courses in the area of management, marketing, and administration. A broad understanding of the global media field provides a solid foundation for concentration in a medium of one's choice.

THE PROGRAM

Students are prepared to direct, manage, and coordinate a wide range of business and financial services in today's technology-oriented workplace. They gain a solid foundation in problem solving, critical thinking, interpersonal communication skills, information technology, project management, and human resources in the business world.

CURRICULUM

The interdisciplinary, 126-credit curriculum includes courses in human relations, technology, business, and a liberal arts core, providing broad knowledge of our world as well as a solid grounding in analytical and communication skills.

Queens Campus
8000 Utopia Parkway
St. Augustine Hall, Second Floor
Queens, NY 11439

Staten Island Campus
300 Howard Avenue
Flynn Hall, Room 101
Staten Island, NY 10301

stjohns.edu/cps





Bachelor of Science Administrative Studies

CAREER OUTCOMES

The program in administrative studies prepares students for entrylevel positions in the world of business, with special emphasis on the development of critical thinking, analytic problem-solving, interpersonal communication skills, and the technical acumen necessary to perform in today's high-performance workplace.

Students also gain these advantages:

- Understanding the nature of business
- Grasping administration and its role in business
- Mastering the principles of human resource management and their application to the workplace
- Working effectively with people individually and in groups/teams
- Demonstrating knowledge of the dynamics of multiculturalism in the workplace
- Acquiring the skills to use technology in the current and future workplace
- Demonstrating effective communication skills.
- Demonstrating the ability to assess the efficiency and effectiveness of organizations
- Understanding the fundamentals of Data Mining and Analysis

Graduates of the administrative studies program have found employment in firms and companies such as these:

- Hewlett-Packard
- 3M
- US Airways
- New Jersey Board of Education
- US Department of Commerce
- Federal Reserve Bank



For more information:
stjohns.edu/adminstudies

Admission Information

Office of Undergraduate Admission

1-888-9STJOHNS

admission@stjohns.edu

stjohns.edu/admission-aid/undergraduate-admission