

Associate of Applied Science in Administration

The Associate of Applied Science in Administration will strengthen the student's understanding of administration functions such as supervision, human relations, human resource management, and management information systems. The program is specifically designed to help students identify administration roles and opportunities, as well as provide support to management within different organizations. This degree is designed to build upon prior education, work, or military experience.

Program Outcomes

Upon successful completion of this program, the student will be able to:

- Apply the basic principles of administration management.
- Demonstrate skills in supervision, human resource management, human relations and management information systems.
- Solve administration management problems through case study scenarios.
- Model strong problem-solving, administrative, and communication skills.

Degree at a Glance

Code	Title	Semester Hours
	General Education Requirements	15
	Major Required	27
	Elective Requirements	18
	Total Semester Hours	60

Degree Program Requirements

General Education Requirements (15 semester hours)

Code	Title	Semester Hours
Arts and Humanities (3 semester hours)¹		
Select 1 course from the following: 3		
ARTH200	Art Appreciation	

ARTH241	Film and Literature
DSIN141	Image Enhancement using Adobe Photoshop
LITR201	World Literature through the Renaissance
LITR202	World Literature since the Renaissance
LITR210	English Literature: Beowulf to 18th Century
LITR211	English Literature: 18th Century to Present
LITR220	American Literature before The Civil War
LITR221	American Literature from The Civil War to Present
ARAB100	Arabic I
ARAB101	Arabic II
FREN100	French I
FREN101	French II
GERM100	German I
GERM101	German II
JAPN100	Introduction to Japanese
MUSI200	Music Appreciation
MUSI250	World Music and Cultures
PHIL101	Introduction to Philosophy
PHIL110	Critical Thinking
PHIL200	Introduction to Ethics
PHIL202	Philosophy of Science
PORT100	Introduction to Brazilian Portuguese
RELS201	Introduction to World Religions
RUSS100	Russian I
SPAN100	Spanish I
SPAN101	Spanish II
Civics, Political and Social Sciences (3 semester hours)¹	
Select 1 course from the following: 3	
ANTH100	Introduction to Anthropology
ANTH202	Introduction to Cultural Anthropology
CHFD220	Human Sexuality
COMM211	Social Media and Society
COMM240	Intercultural Communication
ECON101	Microeconomics
ECON102	Macroeconomics
ECON201	Microeconomics for Business
ECON202	Macroeconomics for Business
EDUC200	Humane Education: A Global Interdisciplinary Perspective
GEOG101	Introduction to Geography
HOSP110	Practical Food Safety and Awareness
IRLS210	International Relations I
LITR204	Contemporary World Culture Through Literature
LITR205	Cultural Diversity in Contemporary American Literature

POLS210	American Government I	
PSYC101	Introduction to Psychology	
SOCI111	Introduction to Sociology	
SOCI212	Social Problems	
SOCI220	American Popular Culture	

Communication: Writing, Oral, and Multimedia (3 semester hours)

ENGL110	Making Writing Relevant	3
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History (3 semester hours)

Select 1 course from the following: 3

HIST101	American History to 1877	
HIST102	American History since 1877	
HIST111	World Civilization before 1650	
HIST112	World Civilization since 1650	
HIST121	Western Civilization before The Thirty Years War	
HIST122	Western Civilization since The Thirty Years War	
HIST221	African-American History before 1877	
HIST222	African-American History since 1877	
HIST223	History of the American Indian	
HIST270	History of Science	

Mathematics and Applied Reasoning (3 semester hours)

Select 1 course from the following: 3

ACCT100	Accounting I	
ENTD200	Fundamentals of Programming	
MATH110	College Algebra	
MATH111	College Trigonometry	
MATH120	Introduction to Statistics	
MATH125	Math for Liberal Arts Majors	
MATH225	Calculus	

Total Semester Hours 15

¹ All literature courses require successful completion of ENGL101 - Proficiency in Writing or ENGL110 - Making Writing Relevant.

Major Requirements (27 semester hours)

Code	Title	Semester Hours
ACCT105	Accounting for Non Accounting Majors	3
MGMT100	Human Relations	3
MGMT101	Principles of Supervision	3
MGMT200	Ethics Fundamentals	3
MGMT201	Organizational Fundamentals	3
MGMT310	Principles and Theory of Management	3
HRMT200	Human Resource Fundamentals	3
INFO331	Management Information Systems	3

Select 1 course from the following: 3

BUSN250	Analytics I	
BUSN333	Project Management for Business Analysts	
HRMT201	Employee Training and Development	
HRMT412	Compensation and Benefits	
HRMT413	Employment and Labor Relations	

Total Semester Hours 27

Elective Requirements (18 semester hours)

Code	Title	Semester Hours
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Students must complete 18 semester hours comprised of lower (100-200) level courses not taken to fulfill the requirements listed above. Additional general education courses may be taken to fulfill elective requirements.

Total Semester Hours 18