

# 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.

## Degree Program Objectives

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
	<b>Total Semester Hours</b>	<b>60</b>

## Degree Program Requirements

### General Education Requirements (15 semester hours)

Code	Title	Semester Hours
<b>Arts and Humanities (3 semester hours)<sup>1</sup></b>		
Select 1 course from the following:		3
ARAB100	Arabic I	

ARAB101	Arabic II
ARTH200	Art Appreciation
ARTH240	Survey of Photography
ARTH241	Film and Literature
DSIN141	Image Enhancement using Adobe Photoshop®
FREN100	French I
FREN101	French II
GERM100	German I
GERM101	German II
JAPN100	Introduction to Japanese
LITR215	Literature of American Encounters, Revolution, and Rebellion
LITR218	From Abolition to #MeToo: Literature of the American Civil Rights Movement
LITR222	Pivotal Figures in Early British Literature
LITR225	British Literature from Wordsworth through the Wasteland
LITR231	Leadership in World Literature: Antiquity to the Early Modern Period
LITR233	Literature of the Newly Globalized World: The Individual's Struggle to Adapt
MUSI200	Music Appreciation
MUSI212	Jazz and Rock
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
RELS101	Introduction to the Study of Religion
RELS201	Introduction to World Religions
RUSS100	Russian I
SPAN100	Spanish I
SPAN101	Spanish II
STEM270	Thinking and Acting Ethically
<b>Civics, Political and Social Sciences (3 semester hours)<sup>1</sup></b>	
Select 1 course from the following:	
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	
LITR212	Forgotten America--Under Represented Cultures in American Literature	
POLS101	Introduction to Political Science	
POLS210	American Government I	
PSYC101	Introduction to Psychology	
RELS250	Death and Dying	
RELS260	Race & Religion	
RELS270	Hope and Resilience	
SOCI111	Introduction to Sociology	
SOCI212	Social Problems	
SOCI220	American Popular Culture	
STEM280	Exploring Society and Cultures via Science Fiction	

**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	
STEM185	The History and Context of STEM	

**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	
MATH112	Pre-Calculus	
MATH120	Introduction to Statistics	
MATH125	Math for Liberal Arts Majors	
MATH225	Calculus	

Total Semester Hours 15

<sup>1</sup> 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
Select any courses comprised of lower (100-200) level courses not already taken to fulfill the requirements listed above. Additional general education courses may be taken to fulfill elective requirements.		
Total Semester Hours		18