

# Associate of Arts in Management

Our Associate of Arts in Management introduces you to the theoretical concepts and practical applications needed to effectively lead and manage a workforce, with a focus on either human resources or retail management. This associate degree program seeks to expand your academic and professional development by providing the practical skills often required for entry-level supervisory positions and responsibilities in business or government environments. Knowledge from this online associate program can also serve as a springboard to a bachelor's degree.

This program's curriculum is in alignment with Society for Human Resource Management (SHRM® (<http://www.shrm.org>)) standards. This program has been designed in consultation with industry business leaders and is accredited by the Accreditation Council for Business Schools and Programs (ACBSP®) (<http://www.acbsp.org>).

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## Degree Program Objectives

In addition to the institutional and degree level learning objectives, graduates of this program are expected to achieve these learning outcomes:

- Demonstrate critical thinking, problem solving and communication skills necessary to be a successful supervisor in a business environment.
- Explain key concepts, methods and practices for managing human capital in an organization.
- Compare and contrast ethical theories as they relate to organizational and individual behavior.
- Prepare a development program for a potential direct report.

## Degree at a Glance

Code	Title	Semester Hours
	General Education Requirements	30
	Major Required	12
	Select one of the following Concentrations:	9
	Human Resources (p. 3)	
	Retail Management (p. 3)	

Final Program Requirement	3
Elective Requirements	6
<b>Total Semester Hours</b>	<b>60</b>

## Degree Program Requirements

### General Education Requirements (30 semester hours)

Code	Title	Semester Hours
<b>Arts and Humanities (6 semester hours)<sup>1</sup></b>		
Select 2 course from the following:		6
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 (6 semester hours) <sup>1</sup></b>		
Select 1 course from the following:		3
ECON101	Microeconomics	
ECON102	Macroeconomics	
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	
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	
POLS210	American Government I	
LITR212	Forgotten America—Under Represented Cultures in American Literature	
LITR235	Four Points of the Compass: Culture and Society Around the World	
POLS101	Introduction to Political Science	
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 (9 semester hours)**

COMM120	Information and Digital Literacy	3
ENGL110	Making Writing Relevant	3
Select 1 course from the following:		3
COMM200	Public Speaking	
ENGL101	Proficiency in Writing	
ENGL115	Argumentation and Rhetoric	
ENGL210	Introduction to Literature	
ENGL220	Technical Writing	
ENGL221	Scientific Writing	

ENGL226	Effective Business Communication	
HRMT101	Human Relations Communication	
IRLS200	Information Literacy and Global Citizenship	
ITCC231	Introduction to Information Technology Writing	

**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)**

MATH120	Introduction to Statistics	3
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**Natural Sciences (3 semester hours)**

Select 1 course from the following:		3
BIOL180	Introduction to Biology	
BIOL181	Introduction to Human Anatomy and Physiology	
CHEM180	Introduction to Chemistry	
ERSC180	Introduction to Meteorology	
ERSC181	Introduction to Geology	
EVSP180	Introduction to Environmental Science	
PHYS180	Introduction to Physics	
SPST180	Introduction to Astronomy	
STEM100	Introduction to STEM Disciplines	

Total Semester Hours 30

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

**Major Required (12 semester hours)**

Code	Title	Semester Hours
MGMT100	Human Relations	3
MGMT101	Principles of Supervision	3
MGMT200	Ethics Fundamentals	3
Select 1 course from the following:		3
MGMT201	Organizational Fundamentals	

RTMG150	Retail Organization Fundamentals	
Total Semester Hours		12

Students must choose a concentration for this degree program and may select from a Concentration in Human Resources or a Concentration in Retail Management.

### Concentration in Human Resources (9 semester hours)

This concentration is designed to offer a practical base of knowledge that prepares students to deal with the complexities and challenges of managing today's global workforce. Topics of study include recruitment, selection, team dynamics, ethics, performance management, compensation, benefits, labor and employee relations, and policy and records management.

#### Objectives

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

- Supervise people in the workforce environment.
- List the necessary steps to take in the recruiting, grievance and corrective action processes.
- Communicate an organization's mission, vision, goals and objectives to direct reports.
- Discuss the challenges that human resources face in modern organizations.
- Describe team-management skills with a focus on the group dynamics and ethics of an increasingly diverse workforce.

#### Concentration Requirements (9 semester hours)

Code	Title	Semester Hours
HRMT200	Human Resource Fundamentals	3
HRMT201	Employee Training and Development	3
HRMT202	Interviewing Fundamentals	3
Total Semester Hours		9

### Concentration in Retail Management (9 semester hours)

This concentration provides students with practical skills and theoretical knowledge needed to become effective retail managers in the global environment. The program is designed to focus on interpersonal, managerial, human resource, leadership, communication, and critical

thinking skills necessary to assess and evaluate retail management practices.

#### Objectives

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

- Explain the functions and applications of various retail management processes in the areas of store operations.
- Assess the needs of today's retail managers in the use of information technology, financial resources, and human resources in the retail workplace.
- Apply retail managerial concepts to issues impacting the effectiveness of retail managers in today's competitive and global organizations.
- Recognize the importance of ethical conduct, social responsibility, and corporate responsibility in the global retail environment.

#### Concentration Requirements (9 semester hours)

Code	Title	Semester Hours
Select 3 courses from the following:		9
RTMG200	Customer Relations	
RTMG201	Retail Inventory Management	
RTMG202	Risk Management	
RTMG204	Finance Fundamentals	
Total Semester Hours		9

### Final Program Requirement (3 semester hours)

Code	Title	Semester Hours
MGMT296	Capstone: Portfolio <sup>1</sup>	3
Total Semester Hours		3

<sup>1</sup> Taken once all other requirements have been met.

### Elective Requirements (6 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.		6
Total Semester Hours		6