

**ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS)**

This degree is designed to provide students with the understanding and knowledge necessary for managing people and functions. Students will learn key concepts and techniques of personnel supervision in private and public sector administration through various interactive and team-building activities.

**STUDENT LEARNING OUTCOMES - Graduates of this program will have the opportunity to:**

- Explain current general business and human resources management theories.
- Apply general business and human resources management theories to real-life professional situations.
- Demonstrate proficiency for entry-level human resource management positions with profit and nonprofit organizations.
- Demonstrate the latest techniques in recruitment, selection, training, and other human resource practices.

**GENERAL EDUCATION REQUIREMENTS (25 Credits):**

	CR	SEMESTER
<b>COMMUNICATIONS:</b> COM 101, 102, 215, ENG 100, 101, 102, 107, 113, 114, 205, JOUR 102, THTR 105	3-5	_____
<b>ENGLISH:</b> ENG 100, 101, 107, 113	3-5	_____
<b>HUMAN RELATIONS:</b> ALS 101, ANTH 101, 112, 201, 205, HIST 105, 106, 107, 150, 151, 210, 247, 260, HMS 130, 135B, 265B, MGT 100B, PHIL 135, PSC 201, PSY 101, 102, 207, 208, 261, SOC	3	_____
<b>MATHEMATICS:</b> MATH 120 or above (except MATH 122, 123)	3	_____
<b>SCIENCE:</b> AST, BIOL, CHEM, EGG 131, 132, ENV, GEOG 103, 104, 117, GEOL, HHP 123B, 124B, PHYS	6	_____
<b>FINE ARTS/HUMANITIES/ SOCIAL SCIENCES:</b> AM, ANTH, ART, COM, ECON, ENG 223 or above, GEOG 106 or above, HIST, International Languages, Music, PHIL, PSC, PSY, SOC, THTR, WMST 113	3	_____
<b>U.S. AND NEVADA CONSTITUTIONS:</b> PSC 101 or HIST 101 and HIST 102 or HIST 101 and HIST 217	4-6	_____

**SPECIAL PROGRAM REQUIREMENTS (36 Credits):**

	CR	SEMESTER
<b>BUS 101</b> Introduction to Business	3	_____
<b>BUS 108</b> Business Letters and Reports	3	_____
<b>BUS 272</b> Legal Environment OR <b>BUS 273</b> Business Law I	3	_____
<b>IS 101</b> Introduction to Information Systems	3	_____
<b>MGT 103</b> Introduction to Small Business Management	3	_____
<b>MGT 201</b> Principles of Management	3	_____
<b>MGT 212</b> Leadership and Human Relations	3	_____
<b>MGT 235</b> Organizational Behavior	3	_____
<b>MGT 283</b> Introduction to Human Resources Management	3	_____
<b>MGT 286B</b> Personnel Interviewing	3	_____
<b>MKT 210</b> Marketing Principles	3	_____
<b>Plus 3 credits from the following:</b>		
<b>ACC 201</b> Financial Accounting	3	_____
<b>BUS 106B</b> Business English	3	_____
<b>BUS 107</b> Business Speech Communication	3	_____
<b>BUS 271</b> Introduction to Employment Law	3	_____
<b>BUS 274</b> Business Law II	3	_____
<b>ECON 103</b> Principles of Macroeconomics	3	_____
<b>MGT 120B</b> Introduction to Public Sector Administration	3	_____
<b>MGT 291B</b> Women in Management	3	_____
<b>MGT 294B</b> Seminar in Management	3	_____

**61**  
Total Credits

**ASSOCIATE OF APPLIED SCIENCE**

Students may elect to graduate using the degree requirements in effect at the time of matriculation, or when they declared or changed major or the current catalog. If a program is official after a student has matriculated, the student may choose the degree requirements of the new program. In no case may a student use a catalog which is more than six years old at the time of graduation.