

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.

This program is accredited by the Accreditation Council of Business Schools and Programs (ACBSP), located at 11520 West 119th Street, Overland Park, KS 66213, (913) 339-9356, (www.acbsp.org).

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
COMMUNICATIONS: COM 101, 102, 215, ENG 102, 114, 205, JOUR 102, THTR 105	3	_____
ENGLISH: ENG 100, 101, 107, 113	3-5	_____
HUMAN RELATIONS: 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	_____
MATHEMATICS: MATH 120 or above (except MATH 122, 123)	3	_____
SCIENCE: AST, BIOL, CHEM, EGG 131, 132, ENV, GEOG 103, 104, 117, GEOL, HHP 123B, 124B, PHYS	6	_____
FINE ARTS/HUMANITIES/ SOCIAL SCIENCES: 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	_____
U.S. AND NEVADA CONSTITUTIONS: PSC 101 or HIST 101 and HIST 102 or HIST 101 and HIST 217	4-6	_____

SPECIAL PROGRAM REQUIREMENTS (36 Credits):

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

ASSOCIATE OF APPLIED SCIENCE

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Total Credits

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.