

Business Administration

Associate of Arts

66-67 credit hours

The Associate of Arts Degree in Business Administration is designed to give students a broad knowledge of the fundamentals of business operations. It prepares students for two alternatives: (1) to obtain technical knowledge and proficiency in basic business subjects leading to gainful employment, or (2) to transfer to a bachelor degree program granted at a four-year institution. Upon completion of the program students will be able to:

- Demonstrate the business skills needed to gain employment among a variety of business enterprises.
- Demonstrate the ability to apply the basic business functions of accounting, economics, finance, management, and marketing to become a successful business owner.
- Obtain an Associate of Arts Degree that will meet requirements toward a Bachelor of Business Administration.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

Institutional and Related Requirements – 7 hours

UNIV 101 – Freshman Seminar – 3

MATH 104 – Preparatory Algebra – 4

New Mexico General Education Common Core (NMGECC) – 35 or 36 hours

I. Communicating Effectively – 9 hours

Required Courses:

ENG 102 – English Composition – 3

ENG 104 – English Composition & Research – 3

COMM 101 – Interpersonal Communication – 3

or COMM 102 – Public Speaking – 3

II. Understanding and Applying Mathematical Principles – 3 hours

Required Course:

MATH 119 – College Algebra – 3

III. Science – 8 hours

Recommended courses:

BIOL 154/L – General Biology: Subcellular through Organismic Biology/Lab – 4

BIOL 155/L – General Biology: Organismic through Supra Organismic Biology/Lab – 4

CHEM 151/L – General Chemistry I/Lab – 4

CHEM 152/L – General Chemistry II/Lab – 4

or any science with a lab listed in the NMGECC

IV. Social Science – 9 hours

Required Courses:

ECON 221 – Principles of Macroeconomics – 3

ECON 222 – Principles of Microeconomics – 3

and a Social Science from a different discipline listed in the NMGECC

V. Fine Arts and Humanities – 6 or 7 hours

a. Fine arts – 3 hours

Recommended courses:

ART 131 – Art Appreciation – 3

MUS 113 – Music Appreciation – 3

THTR 121 – Beginning Acting – 3

or any Fine Arts course listed in the NMGECC

b. Humanities – 3 or 4 hours

Recommended Courses:

HIST 101 – Survey of American History to 1877 – 3

HIST 102 – Survey of American History since 1877 – 3

HIST 121 – Survey of Western Civilization to 1500 – 3

HIST 122 – Survey of Western Civilization since 1500 – 3

SPAN 101 – Beginning Spanish – 4

or any Humanities course listed in the NMGECC

Program Requirements – 18 hours

ACCT 201 – Introduction to Financial Accounting – 4

ACCT 202 – Introduction to Managerial Accounting – 4

BUS 241 – Business Mathematics – 3

BUS 299 – Programmatic Capstone – 1

IS 151 – Basic Computer Skills – 3

IS 281 – Spreadsheets and Data Analysis – 3

Electives – 6 hours

Recommended Courses:

BUS 230 – Business Law and Ethics I – 3

ENG 233 – Writing for Technical Professionals – 3

FIN 201 – Principles of Finance – 3

MGT 201 – Principles of Management – 3

MKT 201 – Principles of Marketing – 3