

BUSINESS PROGRAMS

BUSINESS ADMINISTRATION

Associate of Applied Science

61 credit hours

The Associate of Applied Science in Business Administration is designed to provide a well-rounded selection of courses for orientation in business/industry. The student will obtain technical and general education skills necessary for qualified entrance into business, management, marketing, or accounting fields.

Upon completion of the degree students will be able to:

- An understanding of the terms and arithmetic/problem skills involved in financial and managerial accounting.
- Application of economic theories to real world and hypothetical situations.
- Technical and general education skills necessary to qualify for entrance into business management and marketing fields.
- Communications skills with the business environment using verbal, written, and basic computer literacy skills.
- Comprehension and application of business ethical and security principles.

**Additional hours may be required for program requirements for transfer students who are NMGEC complete.*

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

Institutional and Related Requirements – 10 hours

ENGL 1110 – Composition I (3)
FYEX 1110 – First-year Seminar (3)
MATH 1216 – Preparatory Algebra (4)

Note: If institutional/related requirements are waived, additional elective courses will be needed to meet the minimum hours required for the degree.

Program Requirements – 36-37 hours

ACCT 2110 – Principles of Accounting I (3)
ACCT 2120 – Principles of Accounting II (3)
BCIS 1115 – Introduction to Computers (3)
BFIN 2110 – Introduction to Finance (3)
BUSA 1110 – Introduction to Business (3)
ECON 2110 – Macroeconomic Principles (3)
ECON 2120 – Microeconomic Principles (3)
MGMT 2110 – Principles of Management (3)
MKTG 2110 – Principles of Marketing (3)

Electives – 9-10 hours

Choose three from

ACCT 215 – Certified Bookkeeper (3)
BCIS 2310 – Spreadsheets and Data Analysis (3)
BFIN 2140 – Personal Finance (3)
BUSA 1180 – Business Math (3)
COMM 1130 – Public Speaking (3)
MATH 1350 – Introduction to Statistics (4)

New Mexico General Education Curriculum (NMGEC) – 15-16 hours (as itemized below)

Communications – 3 hours

ENGL 1120, 2210; and COMM 1130, 2120, or 2150.

Mathematics – 4 hours

MATH 1130, 1220, 1230, 1350, 1510, 1520.

Social and Behavioral Sciences – 3 hours

CJUS 1110, 2140, 2360; ECON 1110, 2110, 2120; GEOG 1130; POLS 1120; PSYC 1110, 2110, 2120, 2130, 2140, 2260; SOCI 1110, 2310.

Humanities – 3 hours

Choose one from ENGL 1410, 2520, 2610, 2620, 2630, 2640; HIST 1110, 1120, 1150, 1160, 2110; HUMN 1110, 2110; PHIL 2110; SPAN 1110, 1120.

Flexible Three – 3 hours

Choose one course from:

Any course from the NMGEC and/or BUSA 1110