

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 – 9 hours

ENGL 1110 – Composition I (3)
BUSA 1110 – Introduction to Business (3)
BUSA 1130 – Business Professionalism (3)

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

Program Requirements – 27 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 1180 – Business Math (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)
COMM 1130 – Public Speaking (3)
MATH 1350 – Introduction to Statistics (4)

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

Communications – 3 hours
Mathematics – 4 hours
Social and Behavioral Sciences – 3 hours
Humanities – 3 hours
Flexible Three – 3 hours