

## **Business Administration**

### **Associate of Applied Science**

#### **61-63 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.

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

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#### ***Institutional and Related Requirements – 7 hours***

UNIV 101 – Freshman Seminar (3)  
MATH 104 – 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 – 30 hours***

ACCT 201 – Intro to Financial Accounting (4)  
ACCT 202 – Intro to Managerial Accounting (4)  
BUS 151 – Intro to Business (3)  
BUS 299 – Capstone (1)  
ECON 221 – Principles of Macroeconomics (3)  
ECON 222 – Principles of Microeconomics (3)  
FIN 201 – Principles of Finance (3)  
IS 151 – Basic Computer Skills (3)  
MGT 201 – Principles of Skills (3)  
MKT 201 – Principles of Marketing (3)

#### ***Electives – 9-10 hours***

Choose three from

BUS 241 – Business Mathematics (3)  
COMM 102 – Public Speaking (3)  
FIN 287 – Personal Finance (3)  
IS 281 – Spreadsheets and Data Analysis (3)  
STAT 213 – Statistical Methods (4)

#### ***New Mexico General Education Common Core (NMGCEC) – 15-16 hours (as itemized below)***

##### ***Communicating Effectively – 9 hours***

ENG 102 – Composition (3)  
ENG 104 – Composition and Research (3)  
COMM 101 – Interpersonal Communication (3)

##### ***Understanding and Applying Mathematical Principles – 4 hours***

MATH 113 – Liberal Arts Math (4) or  
MATH 119 – College Algebra (4)

##### ***Social and Behavioral Sciences – 3 hours***

Choose one from ANTH/GEOG 103 (3), 233(3), ANTH **105 (3)**, 123 (3), 243 (3), 245/L (4); ECON 200 (3), 221 (3), 222 (3); **FCS 221 (3)**; PSCI 101 (3), 102 (3); PSY 101 (3), **201 (3)**, **202 (3)**; SOC 101 (3), 212 (3), 215 (3)