

Business Administration

Associate of Arts

62-63 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 degree 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)

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

Program Requirements – 19 hours

ACCT 201 – Introduction to Financial Accounting (4)

ACCT 202 – Introduction to Managerial Accounting (4)

BUS 299 – Programmatic Capstone (1)

IS 151 – Basic Computer Skills (3)

IS 281 – Spreadsheets and Data Analysis (3)

STAT 213 – Statistical Methods I (4)

New Mexico General Education Common Core (NMGEC) – 36-37 hours (as itemized below) (Classes in Bold are only transferable to Portales)

Communicating Effectively – 9 hours

ENG 102 – Composition – (3)

ENG 104 – Composition and Research (3)

COMM 101 – Interpersonal Communication – (3) or

COMM 102 – Public Speaking (3)

Understanding and Applying Mathematical Principles – 4 hours

MATH 119 – College Algebra (4)

Science – 8 hrs

Choose two from* **ANTH 245/L (4); BIOL 110/L(4), 111/L (4), 113/L (4), 154/L (4), 155/L (4), 209/L (4), 210/L (4), 214/L (4), 216/L, 266/L, (4); CHEM 113/L (4), 121/L (4), 151/L (4), 152/L (4); GEOL 113/L (4), 123/L (4), 151 (4), 152/L (4); NATR 131/L (4); PHYS 113/L (4), 141/L(4), 151/L (4), 152 (4)**

*see course description for Math prerequisite

Social and Behavioral Sciences – 9 hours

ECON 221 – Principles of Macroeconomics (3), and

ECON 222 – Principles of Microeconomics (3), and

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

Fine Arts – 3 hours

Choose one from **ART 101 (3), 131 (3), 135 (3), 165 (3), 166 (3),**

210 (3), 231/L (4); DNC 101 (3); MUS 101 (3), 113 (3), 163 (3);

THTR 111 (3), 121 (3)

Humanities – 3-4 hours

Choose one from **CDIS 144 (3), 244 (3), 245 (3); ENG 211 (3), 221 (3), 222 (3), 251 (3), 252 (3), 275 (3), 281 (3); FR 101 (4), 102 (4), 201 (3), 202 (3); GER 101 (4), 102 (4); HIST 101 (3), 102 (3), 121 (3), 122 (3), 203 (3); HUM 221 (3), 222(3); PHIL 201 (3), 202 (3), 211 (3); REL 101 (3), 103 (3), 107 (3); SPAN 101 (4), 102 (4), 201 (3), 202 (3)**