



Northern New Mexico College

BACHELOR OF BUSINESS ADMINISTRATION

Students in Northern's Business Administration program develop competency in applying technology to business strategy, management and decision-making through case studies, team projects, Internet use, as well as computer applications and systems integration.

Matriculation into one of these four majors requires that you: 1) have already completed at least 45 credit hours of college-level work, including the 35 credit hours of General Education Common Core; 2) have at least a 2.50 cumulative GPA in all college-level courses, especially business courses; and 3) submitted a letter of intent to the program director, showing evidence of written communication skills, leadership skills, community activities, and the promise of achievement in a business or professional career. Your application to the program director must be on file at least two weeks before the beginning of the term for which you seek acceptance.

Some of the courses in this department have been offered at the 2xx level and are now offered solely at the 3-4xx level. If you have taken one of them at the lower level, it will not automatically count towards your BBA degree. In order to smooth the transition from the lower to higher levels, you are advised to sign up for the upper-division level of the course you previously completed at the lower level; you will then be required to complete a special project (without the need to attend all the class sessions), receiving a final grade at the end of the term. The specific courses include BA 210/310, BA 230/304, BA 231/305, BA 232/324, BA 235/405, BA 266/300.

GENERAL EDUCATION (35 crs)

COMPLETED

Planned Timeline
(By Semester)

Area I: Communications (9 crs)

ENG 111 English Composition I (3)

Pre-requisites: ENG 109 or adequate score on the Course Placement Evaluation, and

SPCH 130 Public Speaking (3)

Pre-requisite: ENG 109 or adequate score on the Course Placement Evaluation

Choose one of the following two courses:

ENG 112 English Composition II (3)

Pre-requisite: ENG 111

ENG 116 Technical Writing (3)

Pre-requisite: ENG 111

Area II: Mathematics (3 crs)

Choose one course from the following list.

MATH 145 Introduction to Probability & Statistics (3)

Pre-requisite: MATH 130

MATH 150 College Algebra (3)

Pre-requisite: MATH 130 or adequate score on the Course Placement Evaluation

MATH 151 Conceptual Mathematics*

MATH 155 Trigonometry (3)

Pre-requisite: MATH 150 or adequate score on the Course Placement Evaluation

MATH 162 Calculus I (4)

Pre-requisite: MATH 155 or MATH 160

MATH 163 Calculus II (4)

Pre-requisite: MATH 162 or adequate score on the Course Placement Evaluation

MATH 264 Calculus III (4)

Pre-requisite: MATH 163 or adequate score on the Course Placement Evaluation

* Conceptual mathematics will satisfy the mathematics requirement for all AA/BA/BBA/BM degrees

Area III: Laboratory Sciences (8 crs)*

Choose two courses (with their labs) from the following list:

ASTR 110/L Introduction to Astronomy w/Lab (4)

Pre-requisites: ENG 109 and MATH 100

BIOL 110/L Current Topics in Biology w/Lab(4)

CHEM 110/L Introduction to Chemistry w/Lab (4)

Pre-requisite: MATH 102

ES 112/L. Environmental Science w/Lab (4) (Fall)

GEOL 101/L Physical Geology w/Lab (4)

- GEOL 102/L Historical Geology w/Lab (4)
Pre-requisite: GEOL 101
 PHYS 110/L Introduction to Physics w/Lab (4)

**This area can also include courses designed for students pursuing science majors: e.g. BIOL 210/L, CHEM 121/L.*

Area IV: Social/Behavioral Sciences (6-9 crs)*

Pre-requisite: ENG 109 or adequate score on the Course Placement Evaluation

You must select courses from at least two different discipline areas from the following list:

- ANTH 101/L Physical Anthropology w/Lab (4)
 ANTH 102 Intro to Social & Cultural Anthropology (3) (Fall)
 ANTH 111 Language and Culture (3)
 ANTH 207 Cultures of New Mexico (3)
 ANTH 110 Indian Culture of the Southwest
 ECON 200 Macroeconomics (3)
 ECON 201 Microeconomics (3)
 GEOG 111 World Geography (3)
 PSCI 110 The Political World (3)
 PSCI 120 Contemporary Political Issues (3)
 PSCI 200 American Politics (3)
 PSCI 210 State and Local Government (3)
 PSCI 212 The American Presidency (3)
 PSY 105 General Psychology (3)
 PSY 210 Theories of Personality (3)
 PSY 229 Adolescent Psychology (3)
 PSY 230 Psychology of Adjustment (3)
 PSY 232 Abnormal Behavior (3)
 PSY 270 Social Psychology (3)
 PSY 290 Developmental Psychology (3)
 SOC 101 Introduction to Sociology (3)
 SOC 213 Deviant Behavior (3)
 SOC 216 Ethnic and Intercultural Relations (3)
 SOC 220 Social Problems (3)
 SOC 225 Marriage and the Family (3)

* Plus, topic courses with student advisor's approval

Area V: Humanities and Fine Arts (6-9 crs)*

Pre-requisite: ENG 109 or adequate score on the Course Placement Evaluation

You must select courses from at least two different discipline areas from the following list:

- ART 105 Introduction to Art (3)
 ART 107 History of Art I (3)
 ART 208 History of NM Art & Architecture (3)
 ART 211 History of Art II (3)
 DANC 240 Dance Appreciation (3)
 ENG 270 Children's Literature (3)
Pre-requisite ENG 111
 ENG 262 Literature of the Southwest (3)
Pre-requisite ENG 112
 ENG 265 Native American Literature 1 (3)
Pre-requisite ENG 111
 ENG 266 Native American Literature II (3)
Pre-requisite: ENG 111
 ENG 280 Readings in Literature (3)
Pre-requisite ENG 111
 ENG 290 Study of Literature
Pre-requisite ENG 111
 ENG 294 Mythology (3)
Pre-requisite ENG 111
 HIST 101 Western Civilization I (3)
 HIST 102 Western Civilization II (3)
 HIST 161 History of the U.S. to 1877 (3)
 HIST 162 History of the U.S. from 1877 (3)

HIST 200 History of the World Religions (3)
 HIST 220 Southwestern Women's History (3)
 HIST 230 Chicano Experience in the US (3)
 HIST 250 American Indian History (3)
 HIST 260 History of New Mexico (3)
 HUM 105 Humanities of the Southwest (3)
 HUM 311 Why the Social Sciences Matter ** (3)
 HUM 414 Humanity and Creativity ** (3)
 HUM 421 History, Literature, Art & Philosophy ** (3)
 MUS 103 Music History & Literature I (3)
 MUS 105 Music Appreciation (3)
 MUS 218 Music History & Literature II (3)
 PHIL 110 Intro to Philosophical Problems (3)
 PHIL 111 History of Philosophy (3)
 PHIL 150 Critical Thinking (3)
 PHIL 220 Ethics (3)
 PIS 200 Introduction to Pueblo Indian Studies (3)
 THE 120 Introduction to Theatre I (3)
 THE 130 History of Theatre (3)
 Plus, topic courses with advisor's approval

* If your major is in the area of the Humanities/Fine Arts, unless otherwise regulated by a given department, you should select 9 hrs from Area V and 6 hrs. from Area IV; if in the Social/Behavioral Sciences, you should select 9 hrs from Area IV and 6 hrs from Area V. Consult your major advisor. In any case, you must complete a minimum spread of 15 hrs between Areas IV and V.

** Students in associate degree programs are advised that upper-division courses are not covered under financial aid.

HEALTH, PHYSICAL EDUCATION, AND RECREATION (1 crs)

Elective (1) _____

BUSINESS CORE REQUIREMENTS (33 crs)

BCIS 200	Business Computer Applications I (3)	_____	_____
BA 205	Business Statistics (3)	_____	_____
<i>Pre-requisite: MATH 102 or adequate score on the Course Placement Evaluation</i>			
BA 221	Accounting Principles I (3)	_____	_____
<i>Pre-requisite: MATH 100</i>			
BA 222	Accounting Principles II (3)	_____	_____
<i>Pre-requisite: BA 221</i>			
BCIS 225	Excel (3)	_____	_____
BA 240	Principles of Management (3)	_____	_____
<i>Pre-requisite: ENG 109</i>			
BCIS 242	Business Information Systems (3)	_____	_____
BA 250	Business Communications (3)	_____	_____
<i>Pre-requisite: ENG 111</i>			
BA 251	Principles of Marketing (3)	_____	_____
ECON 200	Macroeconomics (3)	_____	_____
ECON 201	Microeconomics (3)	_____	_____

COMMON DEGREE REQUIREMENTS (18 crs)

BA 300	Business Law (3)	_____	_____
<i>Pre-requisite: ENG 109</i>			
BA 310	Principles of Finance (3)	_____	_____
<i>Pre-requisite: BA 205</i>			
BA 313	Organizational Behavior (3)	_____	_____
<i>Pre-requisite: BA 240</i>			
BA 330	Principles of Project Management (3)	_____	_____
BA 345	Cost Accounting (3)	_____	_____
<i>Pre-requisite: BA 304 and BA 305</i>			
BA 461	Ethical and Legal Issues in Business (3)	_____	_____
<i>Pre-requisites: BA 300</i>			

MAJORS

The **Business Administration/Management** major spans the breadth of business-related disciplines as defined in the business core curriculum. The major does not provide specific specialization but rather exposes the student to various business functions. This major is ideally suited to the new or transfer upper-division business student or for the student interested in concurrently pursuing a business area of study.

Business Administration/Management (30 crs)

BA	315	Organizational Theory & Design (3)	_____	_____
BA	350	Entrepreneurship (3)	_____	_____
BA	351	Advertising & Public Relations (3)	_____	_____
<i>Pre-requisite: BA 251</i>				
BA	354	E-Commerce (3)	_____	_____
BA	360	Human Resources Management (3)	_____	_____
<i>Pre-requisite: BA 240</i>				
BA	432	Strategic Management (3)	_____	_____
<i>Pre-requisites: BA240</i>				
BA	460	Labor Relations (3)	_____	_____
BA	462	International Business & Management (3)	_____	_____
BA	485	Internship (6)	_____	_____
<i>Pre-requisite: You must petition to enroll in this course</i>				

Upper Division Business Electives (11 crs)

Any 300- or 400-level courses in Business Administration (BA) not required in the chosen major will satisfy this elective requirement.

_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL CREDITS 128

The **Accounting major** is designed to prepare students for employment opportunities that exist in public accounting practice and in business, government, and nonprofit organizations. It is also appropriate for those students who may choose to seek either a Master of Accountancy or Master of Business Administration after graduation.

Accounting (30 crs)

BA	304	Intermediate Accounting I (3)	_____	_____
<i>Pre-requisites: BA 222</i>				
BA	305	Intermediate Accounting II (3)	_____	_____
<i>Pre-requisite: BA 304</i>				
BA	324	Income Tax Accounting (3)	_____	_____
<i>Pre-requisites: BA 221</i>				
BA	352	Accounting Information Systems (3)	_____	_____
<i>Pre-requisite: BA 305</i>				
BA	405	Accounting for Not-For-Profit Organizations (3)	_____	_____
<i>Pre-requisite: BA 231</i>				
BA	411	Managerial Accounting (3)	_____	_____
<i>Pre-requisite: BA 345</i>				
BA	429	Advanced Accounting (3)	_____	_____
<i>Pre-requisite: BA 424</i>				
BA	446	Auditing Theory and Practice (3)	_____	_____
<i>Pre-requisite: BA 344</i>				
BA	485	Internship (6)	_____	_____
<i>Pre-requisite: You must petition to enroll in this course</i>				

Upper Division Business Electives (11 crs)

Any 300- or 400-level courses in Business Administration (BA) not required in the chosen major will satisfy this elective requirement.

_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL CREDITS 128

The **Project Management major** is designed to meet the professional development needs of individual program and project responsibilities. Project management is applicable in a wide range of business activities as it involves the application of knowledge, skills, tools and techniques shaped by the specifications and requirements of particular projects. While project management skills have long since been recognized as important in engineering and development organizations, now many new industries are also realizing that the planning and action skills fundamental to project management are applicable and of great value.

Project Management (24 crs)

BA	331	Project Management Planning Process (3)	_____	_____
		<i>Pre-requisite: BA 330</i>		
BA	332	Project Mngmt Systems: Baseline Development (3)	_____	_____
		<i>Pre-requisite: BA 331</i>		
BA	333	Project Planning and Execution (3)	_____	_____
		<i>Pre-requisite: BA 332</i>		
BA	432	Strategic Management (3)	_____	_____
		<i>Pre-requisites: BA 240</i>		
BA	434	Project Execution & Control: Strategic Mngmt & Analysis (3)	_____	_____
		<i>Pre-requisite: BA 332</i>		
BA	436	Project Execution and Control: Systems Support (3)	_____	_____
		<i>Pre-requisite: BA 434</i>		
BA	485	Internship (6)	_____	_____

Upper Division Business Electives (17 crs)

You may take any 300- or 400-level courses in Business Administration (BA) not required in your major to satisfy this elective requirement and bring your total credits 128.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL CREDITS 128

The Management Information Systems assists you to develop competencies in applying technology to business strategy, management and decision making through case studies, team projects, and Internet use, as well as through computer applications and systems integration.

Management Information Systems (37crs)

EECE	132	Networking Fundamentals (3)	_____	_____
		<i>Pre-requisite: EECE 152L</i>		
EECE	152L	Computer Programming I (4)	_____	_____
		<i>Pre-requisite: CS 102</i>		
EECE	330	Networking II (3)	_____	_____
		<i>Pre-requisite: EECE 132</i>		
EECE	342	Wireless and Mobile Computing (3)	_____	_____
		<i>Pre-requisites: EECE 330 and IT 350</i>		
EECE	447	Routing and Switching (3)	_____	_____
		<i>Pre-requisite: EECE 330</i>		
IT	210	IT Systems (3)	_____	_____
		<i>Pre-requisite: EECE 152</i>		
IT	250	Introduction to Databases (3)	_____	_____
		<i>Pre-requisite: CS 102</i>		
IT	350	Database Management (3)	_____	_____
		<i>Pre-requisite: CS 241L</i>		
BA	354	E-Commerce (3)	_____	_____
IT	410	Information Assurance & Security (3)	_____	_____
		<i>EECE 330, and IT 350</i>		
BA	354	E-Commerce (3)	_____	_____
BA	485	Internship (6)	_____	_____

Pre-requisite: You must petition to enroll in this course

Upper Division Business Electives (4 crs)

Any 300- or 400-level courses in Business Administration (BA) not required in the chosen major will satisfy this elective requirement.

_____	_____	_____
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TOTAL CREDITS 128

Educational Planning Form (Semester)

Name _____ Date _____

Major _____ Student ID _____

Fall Semester	Spring Semester	Summer
Total Units	Total Units	Total Units
Fall Semester	Spring Semester	Summer
Total Units	Total Units	Total Units
Fall Semester	Spring Semester	Summer
Total Units	Total Units	Total Units

Advisor's Signature _____

Student Signature _____