



**Associate of Arts  
BUSINESS ADMINISTRATION**

This program is a transfer degree designed for students who want to major in the field of business or accounting at a four-year college or university. It will provide you a solid background in general education at the same time it provides the basic core of transfer business courses.

**GENERAL EDUCATION REQUIREMENTS (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

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**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 & RECREATION (1)**

Elective (1) \_\_\_\_\_

**PROGRAM REQUIREMENTS (33)**

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

**TOTAL CREDIT HOURS 69**

# Educational Planning Form (Semester)

Name \_\_\_\_\_

Date \_\_\_\_\_

Major \_\_\_\_\_

Student ID \_\_\_\_\_

|                      |                        |                    |
|----------------------|------------------------|--------------------|
| <b>Fall Semester</b> | <b>Spring Semester</b> | <b>Summer</b>      |
|                      |                        |                    |
| <b>Total Units</b>   | <b>Total Units</b>     | <b>Total Units</b> |
| <b>Fall Semester</b> | <b>Spring Semester</b> | <b>Summer</b>      |
|                      |                        |                    |
| <b>Total Units</b>   | <b>Total Units</b>     | <b>Total Units</b> |
| <b>Fall Semester</b> | <b>Spring Semester</b> | <b>Summer</b>      |
|                      |                        |                    |
| <b>Total Units</b>   | <b>Total Units</b>     | <b>Total Units</b> |

Advisor's Signature \_\_\_\_\_

Student Signature \_\_\_\_\_