

BUSINESS ADMINISTRATION

Associate of Arts

The Associate of Arts degree is intended for transfer to a four-year baccalaureate granting institution. Students intending to transfer or pursue a particular course of study are strongly encouraged to check with their advisor and carefully coordinate their coursework at San Juan College with the requirements of the transfer institution. In general, however, it is suggested that students complete the New Mexico Transfer Module as outlined below. A grade of C or better is required in all Business Administration core and elective courses. This degree program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

Area I: Communications		Select 9 credits
Freshman Composition (ENGL 111)		3
Advanced Composition (ENGL 211) OR		
Advanced Technical Writing (ENGL 218)		3
Public Speaking (COMM 110) OR		
Interpersonal Communications (COMM 111)		3
Area II: Mathematics (appropriate to transfer major)		Select 3 credits
College Algebra (MATH 160) OR higher		3
Area III: Laboratory Science (appropriate to transfer major)		Select 8 credits
Area IV: Social/Behavioral Science		Select 6-9 credits
Minimum of 6 credits. Must have 15 credits total between this area and Humanities and Fine Arts.		
Area V: Humanities and Fine Arts		Select 6-9 credits
Minimum of 6 credits. Must have 15 credits total between this area and Social/Behavioral Science.		
General Education Total Credits		35
Business Administration Core Program Courses		Credits
ACCT 201	*Fundamentals of Accounting I OR	4
ACCT 175	*Fundamentals of Accounting IA AND	(3)
ACCT 176	*Fundamentals of Accounting IB	(3)
ACCT 202	*Fundamentals of Accounting II	4
BADM 233	*Principles of Management OR	3
	Approved Business elective**	
BADM 242	*Principles of Marketing OR	3
	Approved Business elective**	
BLAW 230	*Business Law	3
COSC 125	*Business Microcomputer Applications	3
BADM 212	*Business Statistics OR	3
MATH 251	Statistics	(4)
ECON 251	*Macroeconomics	3
ECON 252	*Microeconomics	3
FINA 251	*Financial Management OR	3
	Business Elective	
Total Core Credit Hours		32
Total Credit Hours		67-70

**Approved Business Electives		Credits
ACCT 221	*Intermediate Accounting I	3
BADM 114	*Introduction to Business	3
BLAW 231	*Business Law II	3

* Courses indicated with an asterisk requires a grade of C or higher to count towards this degree. It is important to be aware that Accounting courses offered as a 4 credit hours at community colleges may transfer as 3 credit hours to a baccalaureate institution. The University of New Mexico typically does not accept more than 3 credits in accounting courses from any other institution. Some baccalaureate institutions also require that Business Statistics be taken as a prerequisite to the Principles of Marketing course.

CREATIVE WRITING Certificate

This certificate is designed for students who are committed to their writing and is ideal for those who are planning to apply to a B.A. or M.F.A. writing program in the future or for those who simply wish to develop a portfolio of writing. Students must earn a C or better in all certificate coursework.

		Credits
ENGL 125	Introduction to Creative Writing	3
ENGL 130	Editing and Style for Writers	3

Literature Courses		6
THEA 120	Introduction to Film	
ENGL 225	Introduction to Poetry	
ENGL 228	Latin American Literature	
ENGL 230	Southwest Literature	
ENGL 235	Women's Literature	
ENGL 245	Native American Literature	
ENGL 251	American Literature to 1865	
ENGL 252	American Literature from 1865 to Present	
ENGL 261	Survey of World Literature I	
ENGL 262	Survey of World Literature II	
Creative Writing Courses		9
ENGL 221	Creative Writing: Fiction	
ENGL 222	Creative Writing: Poetry	
ENGL 223	Creative Writing: Creative Non-Fiction	
ENGL 280	Advanced Creative Writing by Genre	
ENGL 299	Special Topics	
JOUR 220	Writing for Mass Media	
Total Credit Hours		21