The Associate of Arts in Pre-Business Administration is designed for students who plan to pursue further studies for a Bachelor of Business Administration at UNM Albuquerque’s Anderson School of Management or other BBA programs.

**Writing & Speaking**  
6 Credit Hours  
ENGL 101 Composition I  
ENGL 102 Composition II

**Mathematics**  
6 Credit Hours  
MATH 121 College Algebra  
MATH 180 Elements of Calculus (or higher)

**Physical and Natural Sciences**  
4 Credit Hours  
One (1) course with a lab.

**Social and Behavioral Sciences**  
6 Credit Hours  
PSY 105 & PSY 200 level course  
OR  
SOC 101 & SOC 200 level course

**Social Science**  
9 Credit Hours  
Anthropology  
Economics  
Geography  
Native American Studies  
Political Science  
Psychology  
Sociology  
Southwest Studies/Cultural  
Women’s Studies/Cultural

**Humanities**  
9 Credit Hours  
American Studies  
American Literature  
Classics  
Comparative Literature  
English Literature  
History  
History Survey  
Linguistics  
Religious Studies  
Southwest Studies/(Literature, Art)  
Women’s Studies (related to Literature or Art)

**Major Program Requirements**  
19 Credit Hours  
ECON 105 Principles of Microeconomics  
ECON 106 Principles of Microeconomics  
MGMT 101 Principles of Accounting I  
MGMT 102 Principles of Accounting II
ASSOCIATE OF APPLIED SCIENCE  
IN ADMINISTRATIVE ASSISTANT

The Associate of Applied Science degree in ADMINISTRATIVE ASSISTANT is designed to develop skills and abilities necessary to meet employment standards in a variety of office settings. The Administrative Assistant program offers training in organizational and interpersonal skills as well as office automation and written communication. The individual completing this degree will be employable as an administrative assistant, secretary, legal/medical secretary, clerk receptionist, clerk typist or word processing operator.

GENERAL EDUCATION  
13 Credit Hours

English  
ENGL 101 Composition 1  
3 Credit Hours

Communication  
4 Credit Hours

Choose one from the following:
CJ 101 Introduction to Communications
CJ 130 Public Speaking
CJ 232 Business and Professional Speaking

Science  
3-4 Credit Hours

Choose one of the following:
BIOL 110 & 112L Biology Non-Majors  
4
BIOL 123 & 124L Biol. for Health Related Sciences  
4
BIOL 136 Human Anatomy and Physiology for Non-Majors  
3
BIOL 237 Human Anatomy and Physiology for Health Related Sciences  
3
ENVS 101 The Blue Planet  
3
ENVS 102 The Blue Planet Lab  
1

Social/Behavioral Science  
3 Credit Hours

Choose one of the following:
SOC 101 Intro to Sociology
PSY 105 Intro to Psychology

Administrative Assistant Requirements  
52 Credit Hours

AAST 111 Beginning Keyboarding
AAST 112 Keyboarding Applications
AAST 124 Introduction to Word Processing
The Certificate in Administrative Assistant is designed to develop the skills and abilities necessary to meet employment standards in a variety of office settings. The Administrative Assistant program offers training in organizational and interpersonal skills as well as office automation and written communication. The individual completing this certificate will be employable as an administrative assistant, secretary, clerk receptionist, clerk typist, and word processing operator. (Courses taken as part of the certificate program may apply towards an Associate of Applied Science degree).

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>30 Credit Hours</th>
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<tbody>
<tr>
<td>AAST 111 Beginning Typewriting</td>
<td>3</td>
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<tr>
<td>AAST 112 Intermediate Typewriting</td>
<td>3</td>
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<tr>
<td>AAST 124 Introduction To Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>AAST 134 Intermediate Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>AAST 205 Business Math/Elec Calculators</td>
<td>3</td>
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<tr>
<td>AAST 224 Advanced</td>
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<tr>
<td>Word Processing/Desktop Publishing</td>
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<tr>
<td>AAST 230 Business Communications</td>
<td>3</td>
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<tr>
<td>AAST 240 Machine Transcription I</td>
<td>3</td>
</tr>
<tr>
<td>AAST 250 Records Management</td>
<td>3</td>
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<tr>
<td>AAST 260 Business Applications</td>
<td></td>
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<tr>
<td>on the Computer</td>
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</tbody>
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**TOTAL CREDIT HOURS REQUIRED** 30
CERTIFICATE IN BUSINESS COMPUTERS

The Business Computer Certificate Program consists of hands-on laboratory training to prepare students for employment in northern New Mexico as well as to provide a basis for further study. Key industrial and governmental employers in the area have endorsed our program. The program emphasizes up-to-date PC applications that are used in a business office environment. The Internet is also an integral part of the Business Computer Certificate program.

The Curriculum for the Business Computer Certificate requires 30 hours of classroom instruction consisting of 7 three-hour core courses (21 hours) and 3 three-hour electives (9 hours). Students may choose from electives to expand their knowledge of the Internet or to develop basic computer applications skills. As an alternative, students may choose electives from the Computer Technology Program core courses to gain valuable cross-platform instruction. Minimum proficiency in Math and English is also required.

**Required Courses**  
21 Credit Hours

- CT 102L Introduction to Microcomputers 3
- CT 106L Microsoft Word 3
- CT 107L Microsoft Excel 3
- CT 112L Introduction to Microsoft Access 3
- CT 170L Introduction to Internet 3
- CT 172L Office for Windows 3
- CT 193L Business Information Systems 3

**Electives**  
9 Credit Hours

Choose three (3) from the following:
- CS 150L Computers for Business Students
- CT 108L Powerpoint
- CT 171L Intermediate Internet
- CT 173L Marketing on the Internet
- CT 190L Desktop Publishing 2
- CT 191L Advanced WWW Publishing
- CT 207L Quickbooks
- Any core course from Computer Technology Certificate Program

**TOTAL REQUIRED CREDIT HOURS**  
30

CERTIFICATE IN INTERNET TECHNOLOGY

The purpose of this certificate program is to prepare students to meet the ever increasing demand for skilled internet workers, providing certificate holders opportunities not available to them before. This program is comprised primarily of hands-on coursework and uses real-world projects and examples.

**Required Courses**  
9 Credit Hours

- CT 102L Intro to Microcomputers 3  
  (PC emphasized business certificates)
- OR
- CT 125L Intro to Macintosh 3  
  (Mac emphasized certificates)
CT  116L Fundamentals of Graphic Design  3
CT  110L Digital Imagery I    3

**Core Courses** 15 Credit Hours
CT  170L Intro to the Internet   3
CT  114L Intro to WWW Publishing   3
CT  175L Planning and Designing Websites    3
CT  191L Advanced WWW Publishing     3
CT  211L Advanced Web Development      3
(capstone class)

**Electives** 6 Credit Hours
Choose two (2) from the following:
CT     113L Multimedia 1
CT     210L Digital Imagery 2
CT     165L Intro Programming - Visual Basic
CT     115L Vector Graphics
CT     109L Desktop Publishing
BSTC 110 Starting a Small Business

**TOTAL REQUIRED CREDIT HOURS** 30

**CERTIFICATE IN DIGITAL GRAPHIC DESIGN**

The Digital Graphic Design program offers hands-on laboratory training to prepare students for employment in northern New Mexico. The program will provide practical and conceptual experiences that supply the students with tools for employment. The Digital Graphic Design Certificate program trains students in planning and presenting graphic ideas for publications, advertising, broadcasting, and web media. Our goal is to keep students current with evolving means of design expressions and design tools. Students will be learning digital technologies that will enable them to work in a wide range of media productions. In addition to small class sizes, the program allows students to explore their personal strengths and focus on their interests. With our state of the art Macintosh Lab, our students can be at the forefront of today’s always changing technology.

**Required Courses** 9 Credit Hours
CT 102L Intro to Microcomputers 3
   (PC emphasized business certificate)

OR
CT 125L Intro to Macintosh  3
   (Mac emphasized certificates)
CT 116L Fundamentals of Graphic Design 3
CT 110L Digital Imagery I     3

**Core Courses** 15 Credit Hours
CT 109L Desktop Publishing 1  3
CT 190L Desktop Publishing 2    3
CT 210L Digital Imagery 2      3
CT 115L Vector Graphics        3
CT 199L Advanced Desktop Publishing  3
(capstone class)
Electives 6 Credit Hours

Choose two (2) from the following:
CT 170L Intro to the Internet
CT 114L Intro to WWW Publishing
CT 173L Marketing on the Internet
CT 113L Multimedia I
CT 195L Directed Studies/Graphic Design
BSTC 110 Starting a Small Business

TOTAL REQUIRED CREDIT HOURS 30

CERTIFICATE IN MULTIMEDIA

This program helps students become educated and informed persons in Digital Media processes. Students will be kept current on evolving means of design expression and multimedia production tools. The curriculum offers the training necessary for students to learn the skills to be visual/verbal communicators able to develop creative solutions to a variety of design and communication problems.

Required Courses 9 Credit Hours
CT 102L Introduction to Microcomputers 3
(PC emphasized business certificates)
OR
CT 125L Introduction to Macintosh 3
(Mac emphasized certificates)
CT 116L Fundamentals of Graphic Design 3
CT 110L Digital Imagery I 3

Core Courses 15 Credit Hours
CT 113L Multimedia 1 3
CT 210L Digital Imagery 2 3
CT 213L Multimedia 2 3
CT 214L Multimedia Tools & Techniques 3
CT 215L Multimedia Production (capstone) 3

Electives 6 Credit Hours

Choose two from the following:
CT 109L Desktop Publishing I 3
CT 170L Intro to the Internet 3
CT 216L Directed Studies/Multimedia 3
CT 165L Intro to Programming - Visual Basic 3
BSTC 110 Starting a Small Business 3

TOTAL CREDIT HOURS REQUIRED 30