Associate of Arts with a concentration in Business Fundamentals

Gain the skills to enter the competitive field of business with our Associate of Arts with a concentration in Business Fundamentals. You’ll develop a solid foundation in topics like accounting, management and communication. And courses are just 5 weeks long, so you can fit them into your busy life.

Top skills learned in this program:

- Problem Solving
- Productivity
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Projected job growth:
According to Bureau of Labor Statistics

What can you do with an Associate of Arts with a concentration in Business Fundamentals?

An AABFN can prepare you to be an:

- Administrative Manager
- Office Manager

Programmatic accreditation

Our AABF has been reaffirmed for accreditation until 2027 by the Accreditation Council for Business Schools and Programs (ACBSP), ensuring the quality of your education.

What does that mean in real life? ACBSP-accredited business programs are committed to quality standards. The quality of the program is regularly benchmarked against specific criteria that prepare students for their industry of choice. Accreditation occurs on a 10-year cycle with regular quality reviews.

View the completion and first-year persistence rates for all ACBSP-accredited business and accounting programs.
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Total credits required: 60

Requirements and prerequisites

You'll need 60 credits to complete your AA in Business Fundamentals. Your course schedule may vary based on transferable credits or credits earned through the University’s Prior Learning Assessment.

6 Core courses

Here’s where you’ll pick up the bulk of your program-specific knowledge. By the time you finish these courses, you should have the confidence and skills to pursue opportunities in a business environment.

- COM/295T: Business Communications
- BIS/221T: Introduction to Computer Applications and Systems
- MGT/312T: Organizational Behavior for Managers
- LDR/320T: Inclusive Leadership: Diversity in the Workplace
- ACC/290T: Principles of Accounting I
- ACC/291T: Principles of Accounting II

14 General Education courses

These courses lay the foundation for all our degree programs. Because communication, math and writing skills aren’t just universally applicable in business — they’re useful in daily life.

- GEN/201: Foundations for University Success
- PSY/110: Psychology of Learning
- ENG/110: English Composition I
- HUM/115: Critical Thinking in Everyday Life
- FP/100T: Everyday Economics and Finances
- ENG/210: English Composition II
- SOC/110: Teamwork, Collaboration, and Conflict Resolution
- SCI/163T: Elements of Health and Wellness
- HUM/186: Media Influences on American Culture
- ENV/100T: Principles of Environmental Science
- MTH/215T: Quantitative Reasoning I
- MTH/216T: Quantitative Reasoning II
- MGT/316T: Managing with a Global Mindset
- ETH/321T: Ethical and Legal Topics in Business
4 Elective courses

Elective courses allow you to learn about topics you’re interested in, whether they’re related to your degree or not. That means you’ll have a degree that’s unique to you and your education goals.

Schedule

Your academic counselor will help schedule your courses for an AA in Business Fundamentals.

What you’ll learn

When you earn your on-campus* or online Associate of Arts with a concentration in Business Fundamentals, you’ll be equipped with a concrete set of skills you can apply on the job.

You’ll learn how to:

- Apply problem-solving strategies to real-life business scenarios
- Apply business principles to address a variety of organizational needs

*During COVID-19, while our campuses are temporarily closed, your local campus classes will be held virtually so you can get face-to-face learning at home.