

# Associate of Arts with a concentration in Business Fundamentals



Approx. program length:

**2 years**

Credits:

**60**

Cost per credit:

**\$398**

[Tuition Guarantee](#)

Format:

**Online**

## 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.

### You'll learn how to:

- Examine business functions relating to domestic and international operations
- Use innovation and sustainability to maximize value

# Associate of Arts with a concentration in Business Fundamentals

Projected job growth:

**7%**

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

According to the [Bureau of Labor Statistics](#), job growth for administrative services managers is projected to be faster than average between 2018 and 2028.

BLS projections are not specific to University of Phoenix students or graduates.

## Programmatic accreditation

Our Associate of Arts with a concentration in Business Fundamentals degree 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.

# Associate of Arts with a concentration in Business Fundamentals

Total credits required:

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**60**

## Requirements and prerequisites

You'll need 60 credits to complete this Associate of Arts with a concentration 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
- BUS/212T: FOUNDATIONS OF BUSINESS
- ACC/290T: PRINCIPLES OF ACCOUNTING I
- ACC/291T: PRINCIPLES OF ACCOUNTING II
- QNT/275T: STATISTICS FOR DECISION MAKING

### 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/100: CRITICAL READING AND COMPOSITION
- HUM/115: CRITICAL THINKING IN EVERYDAY LIFE
- FP/100T: EVERYDAY ECONOMICS AND FINANCES
- ENG/200: RHETORIC AND RESEARCH
- SOC/110: TEAMWORK, COLLABORATION, AND CONFLICT RESOLUTION
- SCI/220T: HUMAN NUTRITION
- POL/115: AMERICAN NATIONAL GOVERNMENT
- SOC/100: INTRODUCTION TO SOCIOLOGY
- PSY/250: PSYCHOLOGY OF PERSONALITY
- SCI/256: PEOPLE, SCIENCE AND THE ENVIRONMENT
- MTH/215T: QUANTITATIVE REASONING I
- MTH/216T: QUANTITATIVE REASONING II
- MTH/209: COLLEGE MATHEMATICS II

## 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 the Associate of Arts with a concentration in Business Fundamentals.

## What you'll learn

When you earn your 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.

### Download learning outcomes

Topics covered in this degree include:

- Management theory and practice
- Information systems
- Financial accounting
- Business communications
- Globalization