Business Administration

Associate in Applied Science in Management Technology

Program Description:
The increasing complexities of the business environment have created the need for individuals who possess a greater diversity of skills. Interpersonal, communication, analytical, decision-making, customer service, and computer skills are essential for success in business. Marshall Community and Technical College’s Management Technology program provides these skills and prepares students for entry-level positions in organizations with career paths that eventually lead to supervisory and management positions. The program also prepares employed individuals for upward mobility within their organization.

The flexibility of the Management Technology curriculum allows students to tailor a course of study to meet their own career goals and interests. The Business Administration option is designed to train students who seek supervisory positions in a retail environment. Upon completion of the Associate in Applied Science Degree in Management Technology, the graduate will be able to:

• Demonstrate fundamental supervisory skills
• Apply knowledge of business computer software to business activities
• Apply relevant mathematical skills to business activities
• Demonstrate a working knowledge of ethical, legal, and social skills that relate to the business environment
• Make decisions after gathering and analyzing information
• Prepare and present written and oral communication
• Demonstrate knowledge specific to the specialized option

Career Outlook:
The Business Administration option provides an avenue for immediate employment and for advancement to upper levels of management. Employers seek graduates for positions ranging from business manager and sales representative to production supervisor and project planner. Graduates of the program obtain positions in manufacturing, retailing, construction, financial institutions, government and a host of other fields. Students also find this major to be of value in preparation for law school.

Salary Forecast:
While employment growth varies among industries, the U.S. Bureau of Labor predicts demand for general managers to grow as fast as all occupations through 2008. Demand will be greatest for those who possess the right skills – like the skills obtained at Marshall Community and Technical College.

Retail supervisors/managers – median annual salary $31,880
Nonretail supervisors/managers – median annual salary $58,630

(Information obtained from the West Virginia, May 2005)

Admission Requirements:
The college adheres to an open admissions policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Accreditation:
The Association of Collegiate Business Schools and Programs (ACBSP) accredits the Management Technology degree program. The ACBSP is the only nationally recognized organization that grants specialized accreditation to two- and four-year college and university business programs.

www.mctc.edu
Employment Opportunities:
Graduates with business management skills will find employment opportunities in a variety of business settings. Virtually every industry employs business managers; however, the largest employers of managers are the retail, wholesale, and service industries. The greatest expansion in the job market over the next ten years is expected to occur in the small business sector including employment prospects for business managers. Opportunities for advancement are enhanced by a student’s motivation and desire to succeed.

Business Administration Option: This option offers employment opportunities in various types of profit and nonprofit businesses and organizations as management trainees. The focus is on retailing establishments. The mission of the AAS Degree in Management Technology Business Administration Option is to prepare students in the fundamentals, principles, techniques, and skills essential to the theory and effective practice of business.

Earn A Degree Graduate Early (EDGE):
This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:
Rick Brown • Corbly Hall, Room 324
Phone: 304-696-3012 or 1-866-N-ROLLED (1-866-676-5533) • E-mail: brownr@mctc.edu

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1. Students who plan to pursue a management baccalaureate degree upon completion of the associate degree should substitute MAT 115 with MAT 145.
2. AC 201 has a prerequisite of AC 103 or permission.
3. MAT 210 has a prerequisite of MAT 115, MAT 145, or MAT 150.
4. AC 210, AC 234, and FN 231 have a prerequisite of AC 103 or AC 108 or AC 201.
5. AC 221 has a prerequisite of AC 103 or AC 108 or AC 201, and IT 101, or permission.
6. ENL 115 has a prerequisite of ENL 111.
7. MG 202 has a prerequisite of MG 101.
8. MG 296 has a prerequisite of 45 credit hours completed in the program.