

# Management Technology AAS

## Business Administration – Concentration

Academic Year 2023-2024

Career & Technical Division

### 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. Mountwest 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:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at [www.bls.gov/ooh/](http://www.bls.gov/ooh/).

### 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.

### Contact Information:

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*Our mission is to prepare students for careers, civic responsibility and life-long learning.*

Management Technology Major Code - CM10 • Business Administration Concentration Code - CM16	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AC 103	Introduction to Accounting (EDGE)		3				
ENL 101	Written Communication <sup>1</sup>		3				
IT 101	Fundamentals of Computers		3				
MAT 120	Applied Professional Math <sup>2</sup>		3				
MG 101 or MG 102	Introduction to Business (EDGE) or Introduction to Entrepreneurship <sup>3</sup>		3				
			15				
AT 104	Records Management		3				
AC 201	Financial Accounting <sup>3</sup>		3				
COM 112	Oral Communication		3				
EC 201	Fundamentals of Microeconomics		3				
IT 150 or MAT 110	Applications to Spreadsheets or Statistics for Business and Industry <sup>4</sup>		3				
			15				
AC 210	Managerial Accounting <sup>5</sup>		3				
AC 221	Computerized Accounting I <sup>6</sup>		3				
EC 202	Fundamentals of Macroeconomics		3				
MG 202	Business Organization & Management <sup>7</sup>		3				
MK 130	Fundamentals of Marketing		3				
			15				
AC 234	Taxation <sup>8</sup>		3				
FN 231	Business Finance <sup>9</sup>		3				
MG 181	Retailing		3				
MG 226	Business Law		3				
MG 296	Integrated Business Strategies <sup>10</sup>		3				
			15				
	HOURS REQUIRED FOR GRADUATION: 60						

<sup>1</sup> ENL 101 has a prerequisite of placement in 100-level English or a corequisite of ENL 095. Students must complete ENL 101 with a "C" or better to graduate.

<sup>2</sup> MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

<sup>3</sup> AC 201 has a prerequisite of AC 103 or permission.

<sup>4</sup> MAT 110 has a prerequisite of placement in 100-level Math or a Minimum ACT Math score of 20 or permission.

<sup>5</sup> AC 210, and FN 231 have a prerequisite of AC 103 or AC 108 or AC 201.

<sup>6</sup> AC 221 has a prerequisite of AC 103 or AC 108 or AC 201, and IT 101 or permission.

<sup>7</sup> MG 202 has a prerequisite of MG 101.

<sup>8</sup> AC 234 has a prerequisite of AC 103, AC 108, or AC 201.

<sup>9</sup> FN 231 has a prerequisite of AC 103, AC 108, or AC 201.

<sup>10</sup> MG 296 has a prerequisite of 45 credit hours completed in the program.

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