

# Management Technology, AAS

## Business Administration – Concentration

### Academic Year 2024-2025

#### **Program Description:**

The Business Administration program is crafted to offer individuals a comprehensive understanding of the dynamic business environment. In a world characterized by rapid changes and increasing complexity in business practices, there is a pressing need for professionals equipped with knowledge and skills in various aspects of business administration, including finance, accounting, marketing, management information systems, strategy, and law.

Our two-year program is designed to provide students with a solid foundation in business principles, preparing them for a range of employment opportunities in diverse business settings. Whether aspiring to work in corporations, small businesses, or entrepreneurial ventures, graduates of this program are well-prepared to navigate the challenges and opportunities in the business world. Students can also transfer their credits and integrate into the third year of a related Bachelor's degree in business administration. This ensures a continuous and cohesive educational journey for those who aspire to further enhance their skills and knowledge in the field.

#### **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.

#### **Program Outcomes:**

- Explain key business concepts such as accounting, finance, marketing, and management
- Analyze the impact of external factors on business operations
- Apply basic quantitative and qualitative methods in business decision-making
- Demonstrate effective communications, teamwork, and leadership in a business context

#### **Contact Information:**

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*Mountwest empowers students to learn and lead in the community and in the workforce.*

**Management Technology Major Code - CM10 • Business Administration Concentration Code - CM16**

<b>Name:</b>	<b>ID Number 942-</b>
<b>Educational Counselor:</b>	
<b>Faculty Advisor:</b>	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AC 103	Introduction to Accounting	Fa/Sp	3				
COM 125	Interpersonal Communication	Fa/Sp	3				
IT 101	Fundamentals of Computers	Fa/Sp	3				
MG 110	Organizational Behavior	Fa	3				
MK 130	Fundamentals of Marketing	Fa/Sp	3				
			15				
AC 201	Financial Accounting <sup>3</sup>	Sp	3				
EC 201	Fundamentals of Microeconomics	Fa/Sp	3				
ENL 101	Written Communication <sup>1</sup>	Fa/Sp	3				
IT 150	Applications to Spreadsheets	Fa/Sp	3				
MAT 120	Applied Professional Math <sup>2</sup>	Fa/Sp	3				
			15				
AC 210	Managerial Accounting <sup>4</sup>	Fa	3				
AC 221	Computerized Accounting I <sup>5</sup>	Fa	3				
EC 202	Fundamentals of Macroeconomics	Fa	3				
MG 202	Principles of Management	Fa/Sp	3				
MG 220	Introduction to Data Analytics	Fa	3				
			15				
FN 231	Business Finance <sup>4</sup>	Sp	3				
MG 181	eCommerce and Retail Management	Sp	3				
MG 226	Business Law	Sp	3				
MG 233	Human Resource Management	Sp	3				
MG 296	Integrated Business Strategies <sup>6</sup>	Sp	3				
			15				
<b>HOURS REQUIRED FOR GRADUATION: 60</b>							

<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> AC 210 and FN 231 have a prerequisite of AC 103 or AC 108 or AC 201.  
<sup>5</sup> AC 221 has a prerequisite of AC 103 or AC 108 or AC 201, and IT 101 or permission.  
<sup>6</sup> MG 296 has a prerequisite of 45 credit hours completed in the program.