

# Business Administration – CAS

Academic Year 2026-2027

## Program Description:

The Certificate of Applied Science in General Business at Mountwest Community and Technical College is designed to equip individuals with a thorough understanding of how businesses operate. This certificate is ideal for individuals seeking a quick upskill to enhance their career prospects in the business sector. It can also be seamlessly applied toward an AAS Degree in Business Administration, Accounting, or Banking and Finance.

The Curriculum is structured to encompass foundational principles in business management, accounting, and marketing.

## Career Outlook and 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:

- Analyze budgetary information to make informed decisions within a business context
- Evaluate the impact of individual behaviors within an organizational context on teamwork, communication, and overall organizational effectiveness
- Analyze organizational structures and formulate strategic plans

## Contact Information:

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

**Certificate of Applied Science - Business Administration Major Code – CM21**

<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				
ENL 101	Written Communication <sup>1</sup>	Fa/Sp	3				
MG 110	Organizational Behavior	Fa	3				
MK 130	Fundamentals of Marketing	Fa/Sp	3				
			15				
MAT 120	Applied Professional Math <sup>2</sup>	Fa/Sp	3				
MG 181	eCommerce and Retail Management	Sp	3				
MG 202	Principles of Management	Sp	3				
MG 226	Business Law	Sp	3				
MG 233	Human Resource Management	Sp	3				
			15				
HOURS REQUIRED FOR GRADUATION: 30							

<sup>1</sup> ENL 101 has a prerequisite of ACT 18, SAT 480, Accuplacer 250-300, or be placed in ENL 1101E. Students must complete ENL 101 or ENL 101E with a “C” or better to graduate.

<sup>2</sup> MAT 120 has a prerequisite of a minimum ACT Math score of 19, SAT Math score of 510, or Accuplacer 250.