



Associate Degree in **Business Administration**



Licensed by the Commission
for Independent Education,
Florida Department of
Education

CLASSES
100%
ONLINE



We are the university that will lead you to grow without limits. We are located in Florida, United States of America, we offer high-quality education and academic rigor, which will allow you to access better job opportunities with a degree of great value and prestige. Our programs are taught in Spanish and English, so there are no barriers to benefit from an education that will give you the tools that will take you to the highest professional level.

■ MISSION

We are committed to building the society of the future by training leaders who reflect our principles and values and spread our philosophy of ethics and respect. We are a university that through technological advances wants to promote education and achieve a research community that transcends geographical barriers. Our goal is to be an example of quality and service not only with our students, but with the entire university community. We want to be agents of change in society and build a better world.

■ VISION

We will be the impetus to create an innovative educational system that provides accessible educational pathways for the purpose of preparing students to be productive citizens with a global curriculum.

ADVANTAGES OF STUDYING AT MBTU

- Opportunity to interact with colleagues from different parts of the world
- Facilitates job placement in the United States and globally
- American Degree
- Transfer of credits (prior review)
- 100% Online Classes and Hybrid Modality
- Flexible Schedule





Associate Degree in **Business Administration**

Duration of the program:

1 year and 4 months

Professional Profile:

This program prepares the student for entry-level employment as a business executive. The program offers an introduction to management, finance, economics, and accounting.

Graduation profile:

This program offers the student the basic knowledge and skills necessary to recognize problems and apply business theories in the business world. Students learn to perform accounting functions, record and verify transactions, prepare payroll, monitor inventories, prepare financial statements, and analyze information for decision making.

Possible jobs:

In companies in the areas of administration and sales, as a business advisor, financial analyst, market research analyst, human resources specialist, marketing administrator, logistics manager, entrepreneurship manager, etc.

Benefits:

On-the-job training and instruction is provided to meet the challenges of this rewarding position.

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Course Number	Title	Credit Hours
ENG 101	English Composition I	3
HUM101	History of Art	3
MAT101	College Algebra	3
BSC101	General Biology	3
SOS101	Western Civilizations	3
ENG102	English Composition II (Pre-req: ENG101)	3
MAT104	Introduction to statistics (Pre-req: MAT101)	3
ENV102	Environmental Science	3
SOS103	Equality & Inequality	3
ETH101	Ethics	3
ACC101	Principles of Accounting	3
ACC101L	Principles of Accounting Lab (Pre-req: ACC101)	3
MAN301	Social Responsibility	3
BUS201	Principles of Business Management	3
MKM101	Principles of Marketing	3
ACC202	Spreadsheet Application	3
BUS301	Business Communications	3
MAT105	Statistics (Pre-req: MAT104)	3
HRM202	Introduction to Managing Conflict and Bargaining	3
MAN203	Introduction to Lean Start Up	3
TOTAL:		60



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