



PURPOSE OF PROGRAM

NMCC's business administration program is the perfect starting point for those who want to make their mark in the business world. The two-year associate degree program is geared toward those seeking a broad business background.

Our instructors blend theory and practice to impart knowledge and develop skills and abilities that will prove practical, useful and marketable. The business administration program is broad and diversified in its course offerings. Faculty continually strive to maintain relevance and a high level of quality throughout the course offerings.

CAREER OPPORTUNITIES

Graduates of the business administration program will be qualified for employment as accounting clerks, loan officers, entry level managers, federal and state government employees and other related positions. Besides providing training for employment, the business administration program prepares students to continue their education at a four-year college or university. Transfer agreements with several colleges and universities ensure that graduates can then transfer as juniors into a four year program. These two-plus-two agreements equal lower tuition costs for students when completing the first two years of their baccalaureate degree at NMCC.

NMCC's business administration program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP). The accreditation represents the achievement of meeting the national standards established for associate degree-granting business programs.

NMCC is an equal opportunity/affirmative action institution and employer. For more information, please call 768-2791.

ADMISSIONS POLICY

Completion of a four-year high school program or a state high school equivalency certificate is required for admission to NMCC's business administration program. Applicants are required to have two years of high school math, including algebra I. Algebra II and accounting are also desired. A rolling admissions policy affords candidates the opportunity to apply and be accepted throughout the year, but early application (9-10 months prior to the school year) is recommended because of competition and strict enrollment capacities established for each program.

APPLICATION PROCEDURE

The following procedures constitute the admissions process:

1. An application form must be submitted accompanied by a nonrefundable \$20 application fee.
2. An official high school transcript must also be submitted (current seniors' transcripts should include completed ranking periods).
3. GED test scores must be submitted by applicants who are not high school graduates.
4. Official college transcripts must be submitted by applicants who have attended other colleges or post-secondary schools.
5. Placement testing or appropriate SAT scores, individual interviews and campus tours are required, in most cases, prior to being admitted.
6. Admissions decisions are made as quickly as possible once a candidate's file is complete.
7. Accepted applicants are required to make a deposit within thirty days of acceptance. Students requesting on campus housing are required to submit an additional deposit to reserve space in the residential complex.

BUSINESS ADMINISTRATION

2016-2017 Curriculum

Associate in Applied Science Degree Program

<u>First Semester</u>	<u>C</u>	<u>L</u>	<u>CR</u>
ACC 111 Principles of Accounting I	4	0	4
◆ BUS 101 Intro. to Business	3	0	3
CIS 105 Intro. to PC Operating Systems	1	0	1
CIS 113 Intro. to Microcomputer Apps.	3	0	3
ENG 111 English Composition	3	0	3
MAT 115 Business Mathematics	<u>3</u>	<u>0</u>	<u>3</u>
	17	0	17
<u>Second Semester</u>			
ACC 121 Principles of Accounting II	4	0	4
<i>OR</i>			
ACC 125 Managerial Accounting	4	0	4
◆ BUS 109 Entrepreneurship	3	0	3
CIS 108 Spreadsheet Applications	3	0	3
COM 212 Business Communications I	3	0	3
MAT 125 College Algebra	<u>3</u>	<u>0</u>	<u>3</u>
	16	0	16
<u>Third Semester</u>			
ACC 214 Federal Taxation I	3	0	3
<i>OR</i>			
CIS 129 Database Applications	3	0	3
BUS 117 Business Law I	3	0	3
◆ BUS 217 E-Commerce	3	0	3
◆ BUS 229 Principles of Management	3	0	3
COM 111 Speech	3	0	3
ECO 111 Principles of Economics	<u>3</u>	<u>0</u>	<u>3</u>
	18	0	18
<u>Fourth Semester</u>			
BUS 106 Effective Customer Service	3	0	3
◆ BUS 214 Project Management	3	0	3
◆ BUS 239 Human Resources Mgmt.	3	0	3
◆ BUS 241 Principles of Marketing	3	0	3
Humanities Elective	<u>3</u>	<u>0</u>	<u>3</u>
	15	0	15
TOTAL REQUIRED			66

◆ *Major courses; a minimum grade of "C" or 2.0 required.*