



BUSINESS ADMINISTRATION



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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.

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.

Students take program specific courses in their first year!

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

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.

Our associate degree prepares students for entry-level positions in the workplace or to transfer to a 4-year college to earn their baccalaureate degree.

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. HiSET/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.

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2017-2018 Curriculum

Associate in Applied Science Degree Program

First Semester		C	L	CR
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	3	0	3
		<u>17</u>	<u>0</u>	<u>17</u>
Second Semester				
ACC 121	Principles of Accounting II OR	4	0	4
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	3	0	3
		<u>16</u>	<u>0</u>	<u>16</u>
Third Semester				
ACC 214	Federal Taxation I OR	3	0	3
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 213	Macroeconomics	3	0	3
		<u>18</u>	<u>0</u>	<u>18</u>
Fourth Semester				
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	3	0	3
		<u>15</u>	<u>0</u>	<u>15</u>
TOTAL REQUIRED				66

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

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

207-768-2785

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