

BUSINESS ADMINISTRATION

**NORTHERN
MAINE**
COMMUNITY COLLEGE

PROGRAM PURPOSE

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

Our faculty blend theory and practice to impart knowledge and develop skills and abilities that will provide 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 international standards established for associate degree-granting business programs.

CAREER OPPORTUNITIES

Graduates of the program may find employment opportunities with:

- Accounting clerks
- Entry-level managers
- Loan officers
- Federal & state government employees

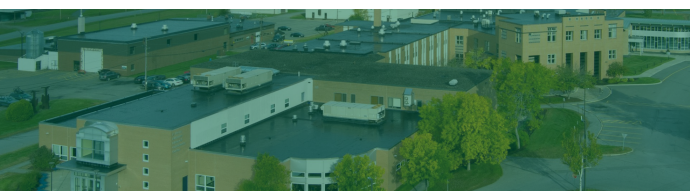
Besides providing training for employment, the business administration program prepares students to continue their education in pursuit of a bachelor's degree. Transfer agreements with several colleges and universities ensure that graduates can transfer as juniors. These two-plus-two agreements result in lower tuition costs for students when completing the first two years of their baccalaureate degree at NMCC.



APPLICATION PROCEDURE

The following procedures constitute the admissions process:

- 1** Submit an NMCC application.
- 2** Submit official high school transcript and/or HiSET/GED scores (current senior's ranking period grades).
- 3** Official college transcripts for applicants who have attended other post-secondary schools.
- 4** If SAT scores are not available, placement testing may be required.
- 5** Meet with an Admissions Counselor.
- 6** A campus tour is highly recommended.



GET IN TOUCH

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Presque Isle, ME 04769

BUSINESS ADMINISTRATION

2025-2026

Associate in Applied Science Degree Program

First Semester		C	L	CR
ACC 114	Principles of Accounting I	3	0	3
> BUS 101	Introduction to Business	3	0	3
CIS 104	Introduction to Computer Concepts	1	0	1
CIS 113	Introduction to Microcomputer Applications	3	0	3
ENG 111	English Composition	3	0	3
MAT 115	Business Mathematics	3	0	3
	<i>(OR MAT 116 Quantitative Reasoning)</i>			
		16	0	16
Second Semester		C	L	CR
ACC 120	Principles of Accounting II (OR ACC 124 Managerial Accounting)	3	0	3
> 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
		15	0	15
Third Semester		C	L	CR
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
	Business Elective	3	0	3
		18	0	18
Fourth Semester		C	L	CR
BUS 106	Effective Customer Service	3	0	3
> BUS 214	Project Management	3	0	3
> BUS 239	Human Resource Management	3	0	3
> BUS 241	Principles of Marketing	3	0	3
	Humanities Elective	3	0	3
		15	0	15
Total Required				64

> **Major courses; a minimum grade of "C" or 2.0 is required**

Key: C=Class hours; L=Laboratory; CR=Credit hours

