

PROGRAM PURPOSE

Built for Today's Workplace

The Administrative Professional A.A.S. program prepares students for careers in modern office and business settings, combining technical skills with communication, organization and professionalism.

Graduates are equipped to support business operations across industries, including health care, education, government and private sector organizations.

Gain the skills employers are looking for with Northern Maine Community College's Administrative Professional Associate in Applied Science degree.

Created in direct response to workforce needs identified by industry partners, this program prepares students for success in today's professional office environments.

CAREER OPPORTUNITIES

Administrative professionals are essential to businesses, organizations and health care facilities across nearly every industry. Graduates may pursue careers in office administration, customer service, executive support, scheduling, records management and business operations.

Potential career paths include:

- Administrative Assistant
- Executive Assistant
- Office Coordinator
- Customer Service Representative
- Business Support Specialist
- Reception & Front Office Management



APPLICATION PROCEDURE

The following procedures constitute the admissions process:

- 1 Submit an NMCC application.

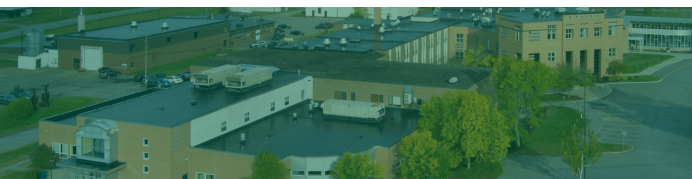
Submit official high school transcript and/or HiSET/GED scores (current senior's ranking period grades).
- 2

Official college transcripts for applicants who have attended other post-secondary schools.
- 3

If SAT scores are not available, placement testing may be required.
- 4

Meet with an Admissions Counselor.
- 5

A campus tour is highly recommended.
- 6



GET IN TOUCH

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33 Edgemont Drive
Presque Isle, ME 04769

ADMINISTRATIVE PROFESSIONAL

2026-2027

Associate in Applied Science Degree Program

First Semester			C	L	CR
	ACC 110	College Accounting (or ACC 114 Principles of Accounting)	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 (or MAT 116 Quantitative Reasoning)	3	0	3
			16	0	16
Second Semester			C	L	CR
>	ACC 112	Computerized Accounting	3	0	3
	ACC 113	Payroll Accounting	3	0	3
>	BUS 110	Keyboarding	3	0	3
>	SES 129	Office Procedures	3	0	3
	CIS 108	Spreadsheet Applications	3	0	3
			15	0	15
Third Semester			C	L	CR
>	BUS 229	Principles of Management	3	0	3
	CIS 129	Database Applications	3	0	3
	COM 111	Speech	3	0	3
	ECO 213	Macroeconomics	3	0	3
		Business Elective	3	0	3
			15	0	15
Fourth Semester			C	L	CR
	BUS 106	Effective Customer Service	3	0	3
	BUS 229	Human Resource Management	3	0	3
	COM 212	Business Communications	3	0	3
	MAT 210	Statistics	3	0	3
		Humanities Elective	3	0	3
			15	0	15
Total Required					61

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

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

