

BUSINESS ADMINISTRATION

CAREER OPPORTUNITIES

Graduates of this program will be qualified for employment as:

- 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 equal lower tuition costs for students when completing the first two years of their baccalaureate degree at NMCC.



SUCCEED HERE

HIGH DEMAND FIELD!

Questions?

Contact:
admissions@nmcc.edu

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 transcript should include completed 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.

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 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 international standards established for associate degree-granting business programs.

BUSINESS ADMINISTRATION Associate in Applied Science Degree Program

First Semester				CR
ACC	114	Principles of Accounting I		3
> BUS	101	Introduction to Business		3
CIS	105	Introduction to PC Operating Systems		1
CIS	113	Introduction to Microcomputer Applications		3
ENG	111	English Composition		3
MAT	115	Business Mathematics (or MAT 116 Quantitative Reasoning)		3
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Second Semester				
ACC	120	Principles of Accounting II (or ACC 124 Managerial Accounting)		3
> BUS	109	Entrepreneurship		3
CIS	108	Spreadsheet Applications		3
COM	212	Business Communications I		3
MAT	125	College Algebra		3
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Third Semester				
ACC	214	Federal Taxation I (or CIS 129 Database Applications)		3
BUS	117	Business Law I		3
> BUS	217	E-Commerce		3
> BUS	229	Principles of Management		3
COM	111	Speech		3
ECO	213	Macroeconomics		3
				<hr/> 18

Fourth Semester				
BUS	106	Effective Customer Service		3
> BUS	214	Project Management		3
> BUS	239	Human Resource Management		3
> BUS	241	Principles of Marketing		3
		Humanities Elective		3
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Total Required	64
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> Major courses; a minimum grade of "C" or 2.0 is required
Key: CR= Credit Hours

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207-768-2785