



# 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 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 international 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 college or university in pursuit of a bachelor's degree. Transfer agreements with several colleges and universities ensure that graduates can then 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.

### APPLICATION PROCEDURE

The following procedures constitute the admissions process:

1. Submit an NMCC application along with a \$20 application fee.
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. Individual interview required.
6. A campus tour is highly recommended.

**Questions? Contact [admissions@nmcc.edu](mailto:admissions@nmcc.edu)**

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## 2020-2021 Curriculum

### Associate in Applied Science Degree Program

<u>First Semester</u>		C	L	CR
ACC 111	Principles of Accounting I	4	0	4
◆ BUS 101	<b>Introduction to Business</b>	<b>3</b>	<b>0</b>	<b>3</b>
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
	OR			
MAT 116	Quantitative Reasoning	3	0	3
		<u>17</u>	<u>0</u>	<u>17</u>
<u>Second Semester</u>				
ACC 121	Principles of Accounting II	4	0	4
	OR			
ACC 125	Managerial Accounting	4	0	4
◆ BUS 109	<b>Entrepreneurship</b>	<b>3</b>	<b>0</b>	<b>3</b>
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>
<u>Third Semester</u>				
ACC 214	Federal Taxation I	3	0	3
	OR			
CIS 129	Database Applications	3	0	3
BUS 117	Business Law I	3	0	3
◆ BUS 217	<b>E-Commerce</b>	<b>3</b>	<b>0</b>	<b>3</b>
◆ BUS 229	<b>Principles of Management</b>	<b>3</b>	<b>0</b>	<b>3</b>
COM 111	Speech	3	0	3
ECO 213	Macroeconomics	3	0	3
		<u>18</u>	<u>0</u>	<u>18</u>
<u>Fourth Semester</u>				
BUS 106	Effective Customer Service	3	0	3
◆ BUS 214	<b>Project Management</b>	<b>3</b>	<b>0</b>	<b>3</b>
◆ BUS 239	<b>Human Resources Mgmt.</b>	<b>3</b>	<b>0</b>	<b>3</b>
◆ BUS 241	<b>Principles of Marketing</b>	<b>3</b>	<b>0</b>	<b>3</b>
	Humanities Elective	3	0	3
		<u>15</u>	<u>0</u>	<u>15</u>
<b>TOTAL REQUIRED</b>				<b>66</b>

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

*Key: C= Class Hours, L= Lab Hours, CR= Credit Hours*

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

**207-768-2785**

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