



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.

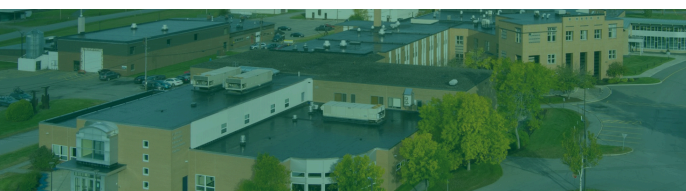
Transfer agreements with several colleges and universities ensure that graduates can transfer as juniors. These two-plus-two agreements result in lower tuition costs for students when completing the first two years of their baccalaureate degree at NMCC.



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
2024-2025
 Associate in Applied Science Degree Program

First Semester				C	L	CR
	ACC 114	(ACCT 114)	Principles of Accounting I	3	0	3
>	BUS 101	(BUSN 101)	Introduction to Business	3	0	3
	CIS 104	(COMP 104)	Introduction to Computer Concepts	1	0	1
	CIS 113	(COMP 113)	Introduction to Microcomputer Applications	3	0	3
	ENG 111	(ENGL 101)	English Composition	3	0	3
	MAT 115	(MATH 114)	Business Mathematics	3	0	3
			<i>(OR MAT 116 Quantitative Reasoning)</i>			
				16	0	16
Second Semester				C	L	CR
	ACC 120	(ACCT 120)	Principles of Accounting II	3	0	3
>	BUS 109	(BUSN 109)	Entrepreneurship	3	0	3
	CIS 108	(COMP 241)	Spreadsheet Applications	3	0	3
	COM 212	(COMM 212)	Business Communications I	3	0	3
	MAT 125	(MATH 140)	College Algebra	3	0	3
				15	0	15
Third Semester				C	L	CR
	BUS 117	(BUSN 117)	Business Law I	3	0	3
>	BUS 217	(BUSN 217)	E-Commerce	3	0	3
>	BUS 229	(BUSN 229)	Principles of Management	3	0	3
	COM 111	(COMM 107)	Speech	3	0	3
	ECO 213	(ECON 201)	Macroeconomics	3	0	3
			Business Elective	3	0	3
				18	0	18
Fourth Semester				C	L	CR
	BUS 106	(BUSN 106)	Effective Customer Service	3	0	3
>	BUS 214	(BUSN 214)	Project Management	3	0	3
>	BUS 239	(BUSN 239)	Human Resource Management	3	0	3
>	BUS 241	(BUSN 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

