

BREAKING THE MOLD

Sarah DeMerchant

Business Administration

As a fully online student, Sarah DeMerchant offers a unique perspective and shares her experiences in the Business Administration program at Northern Maine Community College.



Sarah DeMerchant, a business administration student at NMCC.



Sarah chose to pursue a Business Administration degree at NMCC, knowing that the skills and knowledge from this program would open doors to many career opportunities. She saw this program as a great foundation she could build on in the future. Now a senior in the program, Sarah already plans to continue her education by adding Accounting as a second major to finish two associate degrees in about three years before pursuing a business office or accounting role with a local business.

Sarah was homeschooled during her junior year and attended Maine Connections Academy online during her senior year of high school. While she didn't have prior experience in Business Administration, she did have experience working in classes that were 100% online, which helped her transition to the online college classes at NMCC when she enrolled after a two-year break. Sarah says that getting back into the routine of assignments and due dates, in addition to the more demanding college class expectations, was a challenge after having time out of school, but she loves the option of having all her courses online. The flexibility of completing her coursework within her schedule has played a key role in her success.

Michelle Collins, an instructor in the Business Technology Department, says, "Sarah is a model student who consistently submits top-quality, thoughtful work, and she interacts very well with her peers in online discussions." Sarah encourages other women considering this program, saying, "What you learn in your Business Administration degree can be applied to whatever area you work in, whether you are starting your own business, working for someone else, and in any field you work in."

QUICK FACTS

BUSINESS ADMINISTRATION

Job Duties (Office Clerks & Bookkeeping/Accounting)

- Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints.
- Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.
- Compile, copy, sort, and file records of office activities, business transactions, and other activities.
- Operate computers programmed with accounting software to record, store, and analyze information.
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.

Skills Needed

- Active Listening
- Reading Comprehension
- Speaking
- Writing
- Coordination
- Critical Thinking
- Mathematics

2024 National Average Pay

\$23.66 hourly, \$49,210 annual

Projected Job Openings (2024-2034)

- 282,400 Office clerk jobs
- 170,000 Bookkeeping & accounting jobs

Source: O'NET Online



NMCC Business Center
Classroom