

BUSINESS ADMINISTRATION & MANAGEMENT

Associate in Applied Science & Certificate



Learn a wide variety of management and supervisory skills while gaining broad exposure to general business practices.

The program includes activities to help graduates succeed in modern organizations including accounting, marketing, customer relations, strategic planning, and general business practices.

Students may choose from the following advising pathways:

- Entrepreneurship or Business Ownership
- Supervision or Management
- Computer Applications
- Sports Management
- Parts & Service Management

Interested in transferring to a four-year college? Check out the Business Administration & Management Transfer Program!

Graduates may pursue careers as:

- **Office Administrators**
- **First-Line Supervisors**
- **General Managers**
- **Food Service and Lodging Managers**
- **Professional Sales Representatives**
- **Bookkeeping and Accounting Clerks**
- **Administrative, Industrial and Professional Positions**

“My experience in the CMCC business program has given me the tools to find and be successful at any job that I earn after I leave here. I am thankful for those tools.”

Degree Requirements

Semester I		Credits
BCA 120	Introduction to Computer Applications	3
BUS 100	Understanding Business	3
BUS 110	Principles of Supervision	3
ENG ___*	Select <u>one</u> of the following:	3
	ENG 101 College Writing	
	ENG 105 College Writing Seminar	(4)
MAT 101*	Business Mathematics	3
Semester II		
BUS ___	Select <u>one</u> of the following:	3
	BUS 120 Employment Law	
	BUS 124 Legal Environment of Business	
BUS 215	Principles of Marketing	3
COM ___	Select <u>one</u> of the following:	3
	COM 100 Public Speaking	
	COM 101 Interpersonal Communications	
ENG 220	Business Communications	3
___ ___	Advising Pathway Course	3
Semester III		
ACC 210	Principles of Accounting I	3
MAT ___*	Select <u>one</u> of the following:	3
	MAT 122 College Algebra	
	MAT 125 Finite Math	
	MAT 135 Statistics	
___ ___	Advising Pathway Course	3
___ ___	Advising Pathway Course	3
___ ___	Advising Pathway Course	3
Semester IV		
BUS ___	Select <u>one</u> of the following:	3
	BUS 297 Externship	
	BUS 298 Capstone	
ECO 201	Introduction to Macroeconomics	3
___ ___	Elective: Social Science	3
___ ___	Advising Pathway Course	3
___ ___	Advising Pathway Course	3
Total Credit Hour Requirements		60-61

*Placement determined by assessment test scores and/or prior college coursework

Certificate Requirements

Semester I		Credits
BCA 120	Introduction to Computer Applications	3
BUS 100	Understanding Business	3
BUS 110	Principles of Supervision	3
ENG ___*	Select <u>one</u> of the following:	3
	ENG 101 College Writing	
	ENG 105 College Writing Seminar	(4)
BUS ___	Select <u>one</u> of the following:	3
	BUS 120 Employment Law	
	BUS 124 Legal Environment of Business	
Semester II		
BUS 101	Small Business Management	3
BUS 115	Leadership and Interpersonal Relations	3
BUS 150	Effective Customer Relations	3
BCA 241	Spreadsheets	3
MAT 101*	Business Mathematics	3
Total Credit Hour Requirements		27-28

*Placement determined by assessment test scores and/or prior college coursework



Business Administration and Management Degree and Certificate Prerequisites/Requirements:

Students must earn a grade of C (not C-) or higher in ENG 101 College Writing or ENG 105 College Writing Seminar and BUS 220 Business Communication in order to meet Certificate or Associate Degree requirements of this program.

Office of Admissions

1250 Turner Street • Auburn, ME 04210
(207) 755-5273 • enroll@cmcc.edu

www.cmcc.edu

Find CMCC on social media at CMCCMaine!



BUSINESS ADMINISTRATION & MANAGEMENT

Associate in Applied Science

**100%
ONLINE**



The **100% online** Business Administration & Management degree allows you the convenience of earning a high-quality college degree while balancing your professional and personal life. Whether home, the office, or a coffee shop, your classroom is wherever you are. Learn a wide variety of management and supervisory skills while gaining broad exposure to general business practices. The program includes activities to help graduates succeed in modern organizations including accounting, marketing, customer relations, strategic planning, and general business practices.

Your success starts here.

Online students have our full support, with access to online tutoring, research help, advising, and financial aid.

Graduates may pursue careers as:

- **Office Administrators**
- **First-Line Supervisors**
- **General Managers**
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- **Professional Sales Representatives**
- **Bookkeeping and Accounting Clerks**
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Please see catalog for full program requirements.

Central Maine Community College is an equal opportunity/affirmative action institution and employer.

100% Online Business Administration & Management Degree Requirements

All terms are 8-weeks

1st Term		Credit Hours
BUS 100	Understanding Business	3
BUS 124	Legal Environment of Business	3
2nd Term		
BCA 120	Introduction to Computer Applications	3
BUS 110	Principles of Supervision	3
3rd Term		
ENG 101	College Writing	3
BUS 115	Leadership and Interpersonal Relations	3
4th Term		
COM 101	Interpersonal Communications	3
MAT 101	Business Mathematics	3
5th Term		
ENG 220	Business Communications	3
BUS 215	Principles of Marketing	3
6th Term		
MAT 135	Statistics	3
BUS 101	Small Business Management	3
7th Term		
BCA 152	Integrated Software Applications	3
ACC 210	Principles of Accounting I	3
8th Term		
BUS 255	Electronic Commerce	3
ACC 212	Principles of Accounting II	3
9th Term		
BUS 220	Managing People and Organizations	3
ECO 201	Introduction to Macroeconomics	3
10th Term		
PSY 120	Psychology in the Workplace	3
BUS 298	Business Capstone	3
Total Credit Hour Requirements		60



100% Online Business Administration & Management Degree Prerequisites/Requirements:

Students must earn a grade of "C" or better in College Writing (ENG 101) or College Writing Seminar (ENG 105) and Business Communication (ENG 220) in order to meet the degree requirements of this program. Online students who do not place into ENG 101 and/or MAT 101 will need to complete remedial work at least one term prior to taking ENG 101 and/or MAT 101 in order to stay on track within the program.

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