

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."

Degree Requirements

Semester I		Credits
BCA 120	Introduction to Computer Applications	3
BUS 100	Understanding Business	3
BUS 110	Principles of Supervision	3
_____	Elective: ACC, BCA, BUS	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 241	Spreadsheets	3
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
MAT ____	Select <u>one</u> of the following:	3
	MAT 125 Finite Mathematics	
	MAT 135 Statistics	
ENG 220	Business Communications	3
Semester III		
ACC 120	Financial Accounting	3
BUS 118	Introduction to Management	3
COM 100	Public Speaking	3
ECO 201	Introduction to Macroeconomics	3
_____	Elective: Social Science	3
Semester IV		
BUS ____	Select <u>one</u> of the following:	3
	BUS 297 Business Program Externship	
	BUS 298 Capstone	
ACC 122	Managerial Accounting	3
_____	Elective: ACC, BCA, BUS	3
_____	Elective: ACC, BCA, BUS	3
_____	Elective: ACC, BCA, BUS	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!

