

# 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

<b>Semester I</b>		<b>Credits</b>
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: ENG 101 College Writing ENG 105 College Writing Seminar	3 (4)
MAT 101*	Business Mathematics	3
<b>Semester II</b>		
BUS 241	Spreadsheets	3
BUS ____	Select <u>one</u> of the following: BUS 120 Employment Law BUS 124 Legal Environment of Business	3
BUS 215	Principles of Marketing	3
MAT ____	Select <u>one</u> of the following: MAT 125 Finite Mathematics MAT 135 Statistics	3
ENG 220	Business Communications	3
<b>Semester III</b>		
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
<b>Semester IV</b>		
BUS ____	Select <u>one</u> of the following: BUS 297 Business Program Externship BUS 298 Capstone	3
ACC 122	Managerial Accounting	3
_____	Elective: ACC, BCA, BUS	3
_____	Elective: ACC, BCA, BUS	3
_____	Elective: ACC, BCA, BUS	3
<b>Total Credit Hour Requirements</b>		<b>60-61</b>

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

## Certificate Requirements

<b>Semester I</b>		<b>Credits</b>
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: ENG 101 College Writing ENG 105 College Writing Seminar	3 (4)
BUS ____	Select <u>one</u> of the following: BUS 120 Employment Law BUS 124 Legal Environment of Business	3
<b>Semester II</b>		
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
<b>Total Credit Hour Requirements</b>		<b>27-28</b>

\*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

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# 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**
- **Food Service and Lodging Managers**
- **Professional Sales Representatives**
- **Bookkeeping and Accounting Clerks**
- **Administrative, Industrial and Professional Positions**

# 100% Online Business Administration & Management Degree Requirements

All terms are 8-weeks

Term	Course	Credit Hours
<b>1st Term</b>	<b>BUS 100</b> Understanding Business	3
	<b>BUS 124</b> Legal Environment of Business	3
<b>2nd Term</b>	<b>BCA 120</b> Introduction to Computer Applications	3
	<b>BUS 118</b> Introduction to Management	3
<b>3rd Term</b>	<b>ENG 101 *</b> College Writing	3
	___ Elective: ACC, BCA, or BUS	3
<b>4th Term</b>	<b>COM 100</b> Public Speaking	3
	<b>MAT 101</b> Business Mathematics	3
<b>5th Term</b>	<b>ENG 220</b> Business Communications	3
	<b>BUS 215</b> Principles of Marketing	3
<b>6th Term</b>	___ Elective: ACC, BCA, or BUS	3
	___* Select <u>one</u> of the following: MAT 125 Finite Mathematics MAT 135 Statistics	3
<b>7th Term</b>	<b>ACC 120</b> Financial Accounting	3
	<b>BCA 241</b> Spreadsheets	3
<b>8th Term</b>	<b>ACC 122</b> Managerial Accounting	3
	___ Elective: ACC, BCA, or BUS	3
<b>9th Term</b>	___ Elective: ACC, BCA, or BUS	
	<b>ECO 201</b> Introduction to Macroeconomics	3
<b>10th Term</b>	___ Elective: Social Science	3
	<b>BUS 298</b> Business Capstone	3



## 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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# BUSINESS ADMINISTRATION & MANAGEMENT

Associate in Applied Science – Banking and Finance Pathway



**Learn a wide variety of management, accounting and financial management skills for the banking and finance industry.**

The Business Administration and Management Banking and Finance Pathway is designed to prepare graduates for support service positions at employers such as financial institutions and insurance agencies.

Students will learn:

- Managerial accounting
- Personal finance
- Business finance
- Business law

**Graduates may pursue careers as:**

- **Customer Service Representative**
- **Insurance Agent**
- **Operations Specialist**
- **Sales Representative**
- **Bookkeeping or Accounting Clerk**
- **Financial Analyst**
- **Loan Officer**

## Degree Requirements

<b>Semester I</b>		<b>Credits</b>
<b>BCA 120</b>	<b>Introduction to Computer Applications</b>	<b>3</b>
<b>BUS 100</b>	<b>Understanding Business</b>	<b>3</b>
<b>BUS 185</b>	<b>Personal Finance</b>	<b>3</b>
<b>ENG ___*</b>	<b>Select <u>one</u> of the following:</b>	<b>3</b>
	<b>ENG 101 College Writing</b>	
	<b>ENG 105 College Writing Seminar</b>	<b>(4)</b>
<b>MAT 101*</b>	<b>Business Mathematics</b>	<b>3</b>
<b>Semester II</b>		
<b>BCA 241</b>	<b>Spreadsheets</b>	<b>3</b>
<b>BUS ___</b>	<b>Select one of the following:</b>	<b>3</b>
	<b>BUS 120 Employment Law</b>	
	<b>BUS 124 Legal Environment of Business</b>	
<b>BUS 215</b>	<b>Principles of Marketing</b>	<b>3</b>
<b>ENG 220</b>	<b>Business Communications</b>	<b>3</b>
<b>MAT ___*</b>	<b>Select one of the following:</b>	<b>3</b>
	<b>MAT 125 Finite Math</b>	
	<b>MAT 135 Statistics</b>	
<b>Semester III</b>		
<b>ACC 120</b>	<b>Financial Accounting</b>	<b>3</b>
<b>BUS 118</b>	<b>Introduction to Management</b>	<b>3</b>
<b>BUS 248</b>	<b>Money, Banking and Financial Markets</b>	<b>3</b>
<b>COM 100</b>	<b>Public Speaking</b>	<b>3</b>
<b>ECO 201</b>	<b>Introduction to Macroeconomics</b>	<b>3</b>
<b>Semester IV</b>		
<b>ACC 122</b>	<b>Managerial Accounting</b>	<b>3</b>
<b>BUS 260</b>	<b>Business Finance</b>	<b>3</b>
<b>___ ___</b>	<b>Select one of the following:</b>	<b>3</b>
	<b>BUS 286 Social Media Marketing</b>	
	<b>Any BCA or BUS</b>	
<b>BUS ___</b>	<b>Select one of the following:</b>	<b>3</b>
	<b>BUS 297 Externship</b>	
	<b>BUS 298 Capstone</b>	
<b>___ ___</b>	<b>Elective: Social Science</b>	<b>3</b>
<b>Total Credit Hour Requirements</b>		<b>60-61</b>

\*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.

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# BUSINESS ADMINISTRATION & MANAGEMENT

Associate in Applied Science – Entrepreneurship and Small Business Pathway



**Learn a wide variety of management, accounting and marketing skills for entrepreneurs and small business owners.**

The Business Administration and Management Entrepreneurship and Small Business Pathway is designed to prepare graduates with the skills necessary for launching and running successful businesses.

Students will learn:

- Accounting
- Entrepreneurship
- Small business management
- Social media marketing

**Graduates may pursue careers as:**

- **Small Business Owner**
- **Business Consultant**
- **Sales Representative**
- **Business Manager**
- **Business Development Associate**
- **Marketing Specialist**

Please see catalog for full program requirements.

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

## Degree Requirements

		<u>Credits</u>
<b>Semester I</b>		
BCA 120	Introduction to Computer Applications	3
BUS 100	Understanding Business	3
BUS 101	Small Business Management	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
<b>Semester II</b>		
BCA 241	Spreadsheets	3
___	Select <u>one</u> of the following:	3
	ACC 244 Accounting Software Applications	
	BUS 185 Personal Finance	
BUS 215	Principles of Marketing	3
MAT ___*	Select one of the following:	3
	MAT 125 Finite Math	
	MAT 135 Statistics	
ENG 220	Business Communication	3
<b>Semester III</b>		
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
<b>Semester IV</b>		
BUS ___	Select one of the following:	3
	BUS 297 Externship	
	BUS 298 Capstone	
ACC 122	Managerial Accounting	3
BUS 280	Entrepreneurship	3
BUS 286	Social Media Marketing	3
___	Elective: ACC, BCA or BUS	3
<b>Total Credit Hour Requirements</b>		<b>60-61</b>

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### 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.

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# BUSINESS ADMINISTRATION & MANAGEMENT

Associate in Applied Science – Human Resources Pathway



**Learn a wide variety of management, communication and legal requirements tailored for human resources professionals.**

The Business Administration and Management Human Resources Pathway is designed to prepare graduates to handle the administrative duties of a company or organization.

Students will learn:

- Employment law
- Remote workplace skills and strategies
- Managing remote teams
- Social media marketing

**Graduates may pursue careers as:**

- **Human Resources Associate**
- **Recruiting Assistant**
- **Payroll Assistant**
- **Benefits Administrator**
- **Training Coordinator**
- **Human Resources Generalist**
- **Compliance Assistant**

## Degree Requirements

<b>Semester I</b>		<b>Credits</b>
<b>BCA 120</b>	<b>Introduction to Computer Applications</b>	<b>3</b>
<b>BUS 100</b>	<b>Understanding Business</b>	<b>3</b>
___	<b>Select one of the following:</b>	<b>3</b>
	<b>BUS 185 Personal Finance</b>	
	<b>Any BCA or BUS</b>	
<b>ENG ___*</b>	<b>Select <u>one</u> of the following:</b>	<b>3</b>
	<b>ENG 101 College Writing</b>	
	<b>ENG 105 College Writing Seminar</b>	<b>(4)</b>
<b>MAT 101*</b>	<b>Business Mathematics</b>	<b>3</b>
<b>Semester II</b>		
<b>BCA 241</b>	<b>Spreadsheets</b>	<b>3</b>
<b>BUS 120</b>	<b>Employment Law</b>	<b>3</b>
<b>BUS 215</b>	<b>Principles of Marketing</b>	<b>3</b>
<b>MAT ___*</b>	<b>Select one of the following:</b>	<b>3</b>
	<b>MAT 125 Finite Math</b>	
	<b>MAT 135 Statistics</b>	
<b>ENG 220</b>	<b>Business Communication</b>	<b>3</b>
<b>Semester III</b>		
<b>ACC 120</b>	<b>Financial Accounting</b>	<b>3</b>
<b>BUS 118</b>	<b>Introduction to Management</b>	<b>3</b>
<b>COM 100</b>	<b>Public Speaking</b>	<b>3</b>
<b>ECO 201</b>	<b>Introduction to Macroeconomics</b>	<b>3</b>
___	<b>Elective: Social Science</b>	<b>3</b>
<b>Semester IV</b>		
<b>BUS ___</b>	<b>Select one of the following:</b>	<b>3</b>
	<b>BUS 297 Externship</b>	
	<b>BUS 298 Capstone</b>	
<b>ACC 122</b>	<b>Managerial Accounting</b>	<b>3</b>
<b>BUS 190</b>	<b>The Remote Workplace</b>	<b>3</b>
<b>BUS 286</b>	<b>Social Media Marketing</b>	<b>3</b>
___	<b>Elective: ACC, BCA or BUS</b>	<b>3</b>
<b>Total Credit Hour Requirements</b>		<b>60-61</b>

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



### **Business Administration and Management Degree and Certificate Prerequisites/Requirements:**

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# BUSINESS ADMINISTRATION & MANAGEMENT

Associate in Applied Science –Nonprofit Pathway



**Learn a wide variety of management, accounting and fundraising skills for mission-driven nonprofit organizations.**

The Business Administration and Management Nonprofit Pathway focuses on knowledge and skills needed in nonprofit organizations.

Students will learn:

- Nonprofit accounting
- Nonprofit business management
- Grant-writing skills
- Business law

**Graduates may pursue careers as:**

- **Outreach Coordinator**
- **Administrative Assistant**
- **Grant writer**
- **Development Coordinator**
- **Bookkeeping and Accounting Clerks**

## Degree Requirements

### Semester I

		<u>Credits</u>
BCA 120	Introduction to Computer Applications	3
BUS 100	Understanding Business	3
BUS 165	Nonprofit Business Management	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

BCA 241	Spreadsheets	3
BUS ___	Select one of the following:	3
	BUS 120 Employment Law	
	BUS 124 Legal Environment of Business	
BUS 215	Principles of Marketing	3
ENG 220	Business Communications	3
MAT ___*	Select one of the following:	3
	MAT 125 Finite Math	
	MAT 135 Statistics	

### 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

ACC 258	Nonprofit and Government Accounting	3
BUS 170	Nonprofit Grant Writing and Revenue	3
BUS 190	The Remote Workplace	3
BUS ___	Select one of the following:	3
	BUS 297 Externship	
	BUS 298 Capstone	
BUS ___	Select one of the following:	3
	BUS 185 Personal Finance	
	BUS 286 Social Media Marketing	

**Total Credit Hour Requirements** **60-61**

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#### Business Administration and Management Degree and Certificate Prerequisites/Requirements:

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