Central Maine
COMMUNITY COLLEGE

BUSINESS ADMINISTRATION & MANAGEMENT

Associate in Applied Science & Certifcate



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 one 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 one of the following:	3
	BUS 120 Employment Law	
	BUS 124 Legal Environment of Business	
BUS 215	Principles of Marketing	3
MAT ___	Select one 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 one 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 215	Principles of Marketing	3
ENG ___*/**	Select one of the following:	
	ENG 101 College Writing	3
	ENG 105 College Writing Seminar	(4)
BUS ___	Select one of the following:	3
	BUS 101 Small Business Management	
	BUS 118 Intro to Management	

Semester II		
ACC 120	Financial Accounting	3
BUS ___	Select one of the following:	3
	BUS 120 Employment Law	
	BUS 124 Legal Environment of Business	
BUS 185	Personal Finance	3
BUS 286	Social Media Marketing	3
MAT 101*	Business Mathematics	3

Total Credit Hour Requirements	**30-31**

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

** Students must earn a grade of C (not C-) or higher in ENG 101 College Writing or ENG 105 College Writing Seminar in order to meet Certificate Degree requirements.



Central Maine Community College

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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www.cmcc.edu

Find CMCC on social media at CMCCMaine

Central Maine
COMMUNITY COLLEGE

BUSINESS ADMINISTRATION & MANAGEMENT

Associate in Applied Science

100% ONLINE



The **100% online** Business Administration & Management degree offers the convenience of earning a high-quality college education while balancing your professional and personal life. Whether you're at home, in the office, or at 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 designed to help graduates succeed in modern organizations, including accounting, marketing, customer relations, strategic planning, and general business operations.

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**

Your success starts here.

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

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

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



Central Maine COMMUNITY COLLEGE

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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Central Maine
COMMUNITY COLLEGE

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**

Please see catalog for full program requirements.
Central Maine Community College is an equal opportunity/affirmative action institution and employer.

Degree Requirements

Semester I		Credits
BCA 120	Introduction to Computer Applications	3
BUS 100	Understanding Business	3
BUS 185	Personal Finance	3
ENG ___*	Select one of the following: ENG 101 College Writing ENG 105 College Writing Seminar	3 (4)
MAT 101*	Business Mathematics	3

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

Semester III		
ACC 120	Financial Accounting	3
BUS 118	Introduction to Management	3
BUS 248	Money, Banking and Financial Markets	3
COM 100	Public Speaking	3
ECO 201	Introduction to Macroeconomics	3

Semester IV		
ACC 122	Managerial Accounting	3
BUS 260	Business Finance	3
___ ___	Select one of the following: BUS 286 Social Media Marketing Any BCA or BUS	3
BUS ___	Select one of the following: BUS 297 Externship BUS 298 Capstone	3
___ ___	Elective: Social Science	3

Total Credit Hour Requirements	**60-61**

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



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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 – 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 buisnesses.

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

Semester I		Credits
BCA 120	Introduction to Computer Applications	3
BUS 100	Understanding Business	3
BUS 101	Small Business Management	3
ENG ___*	Select one of the following: ENG 101 College Writing ENG 105 College Writing Seminar	3 (4)
MAT 101*	Business Mathematics	3

Semester II		
BCA 241	Spreadsheets	3
___ ___	Select one of the following: ACC 244 Accounting Software Applications BUS 185 Personal Finance	3
BUS 215	Principles of Marketing	3
MAT ___*	Select one of the following: MAT 125 Finite Math MAT 135 Statistics	3
ENG 220	Business Communication	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 one of the following: BUS 297 Externship BUS 298 Capstone	3
ACC 122	Managerial Accounting	3
BUS 280	Entrepreneurship	3
BUS 286	Social Media Marketing	3
___ ___	Elective: ACC, BCA or BUS	3

Total Credit Hour Requirements	**60-61**

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Central Maine Community College

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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**

Please see catalog for full program requirements.
Central Maine Community College is an equal opportunity/affirmative action institution and employer.

Degree Requirements

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

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Central Maine Community College

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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**

Please see catalog for full program requirements.
Central Maine Community College is an equal opportunity/affirmative action institution and employer.

Degree Requirements

		Credits
Semester I		
BCA 120	Introduction to Computer Applications	3
BUS 100	Understanding Business	3
BUS 165	Nonprofit Business Management	3
ENG ___*	Select one 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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