BMCC's Programs in Business Management and Office Administration

The Department of Business Management offers three associate's degree programs: Business Management, Business Administration, and Small Business Entrepreneurship.

Students who successfully complete a degree program earn either an associate in arts (A.A.) degree or an associate in applied science (A.A.S.) degree. Graduates of all programs are well prepared for employment or further education at a public or private four-year college or university.

**Business Management**

- A two-year, 60-credit course of study leading to an A.A.S. degree.
- The coursework includes both general requirements (liberal arts courses) as well as curriculum requirements (business courses).
- Each student takes three elective courses in one of the following four areas of study:
  - General Management
    - Business Organization and Management
    - Human Resource Management
    - Product & Service Creation
  - Finance & Banking
    - Financial Management
    - Money and Banking
    - Investments
  - Marketing
    - Essentials of Advertising
    - Sales Principle & Practices
    - Consumer Motivations
  - Travel & Tourism
    - Introduction to Travel & Tourism
    - Travel Operations
    - World Markets or Tour Management

**Business Administration**

- A two-year, 60-credit course of study leading to an A.A. degree.
- The coursework includes general liberal arts requirements as well as 12 credits in basic business.
- This program has been specifically designed to provide a strong liberal arts background to students planning to pursue a bachelor's degree in business at a senior college.

**Small Business Entrepreneurship**

- A two-year, 60-credit course of study leading to an A.A.S. degree.
- The coursework includes both general requirements (liberal arts courses) as well as curriculum requirements (business courses).
- Four of the business courses are designed to help students start their own businesses.

For More Information

General information on the business and office administration programs is available by visiting www.bmcc.cuny.edu/business or by contacting us at:

Department of Business Management
Borough of Manhattan Community College
199 Chambers Street, Room FH-730
New York, NY 10007-1097
Telephone: 212-220-8205

BMCC at a Glance

- Enrolls more than 24,000 full- and part-time students in degree programs
- Awards associate's degrees in 31 programs of study
- Is located in the vibrant and culturally rich downtown Tribeca neighborhood
- Has a student body representing more than 150 countries
- Employs over 400 full-time faculty members
- Is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools
- Is proud that 86% of its graduates transfer to four-year colleges.

Find out more about Manny's internship experience by reading his full story at www.bmcc.cuny.edu/news/news.jsp?id=611.
There’s No Business Like Your Business

Business makes the world go ‘round and with your natural people skills and ability to make smart, strategic decisions, you could be well on your way to a stellar career. If you’ve always envisioned yourself working for a major corporation or aspire to be your own boss, BMCC’s Business Management program has just what you need to build your foundation and get ahead. You’ll study the basics of business and get the opportunity to familiarize yourself with marketing, finance, banking, management and even human resources, which are all major sectors of modern business practices. So, if you think your interest lies in providing goods and services to customers, BMCC’s Business Management program is the right choice for you.

Meet Our Students

Luis Marin
Manhattan

BMCC’s unique student conference is sponsored by the Chambers of Commerce of Staten Island and fluorecent. An elected member and then president of the Tribeca Campus Student Government, “I realized during my involvement in the student government that business administration is a growing industry that attracts professionals with strong sales and customer service skills to careers that include travel agent, tour guide, reservations manager, events coordinator, and conference planner.

José Castillo
Brooklyn

Joseph Castillo is the founder of BMCC’s Business Administration Program and also serves as BMCC’s Development Officer. He teaches classes in business administration nationwide—including BMCC business students. He teaches classes in business administration nationwide—including BMCC business students. He teaches classes in business administration nationwide—including BMCC business students.

Jingting Chen
New Jersey

Finance is a discipline that seeks to manage and control the resources of companies and organizations. It involves the planning, acquisition, and disposition of assets and financial resources. The BMCC Business Administration Program teaches students the fundamental concepts of finance, including financial management, investment banking, and corporate finance. This program prepares students for careers in finance and banking settings that include commercial banks, investment banks, brokerage firms, mutual fund companies, stock exchanges, and corporations.

Marketing

Marketing is the process of creating, communicating, and delivering offerings that have value to customers and building relationships and creating satisfaction with customers. The BMCC Business Administration Program provides students with the creative, organizational, and people skills needed to enter a variety of high-demand industries, including advertising and promotions, sales, marketing, public relations, and customer service.

Travel and Tourism

Travel and Tourism is a growing industry that attracts professionals with strong sales and customer service skills to careers that include travel agent, tour guide, reservations manager, events coordinator, and conference planner.

Business Administration

For students looking for the strong liberal arts background necessary to pursue a four-year degree in business at a senior college, the Business Administration program, which awards an Associate in Arts (AA) degree, is the right choice.

Small Business Entrepreneurship

Are you aware of starting your own company? Self-motivated students make great strides toward success with an Associate in Applied Science (AAS) degree in Small Business Entrepreneurship (SBE).

Office Automation

Students studying for an Associate of Applied Science (AAS) degree in Office Automation are prepared to serve in career positions ranging from clerical assistant to executive assistant in private industry and government agencies.

Programs in Business Management

No matter what your career goals are, there’s a program that will best suit you. BMCC’s Business Administration Program is perfect for those who want a strong liberal arts background, and intend on continuing their undergraduate education in business. The Business Management Program is designed for students who want a career-oriented education. Choose your best match from among our three associate’s degree programs, and remember—your BMCC degree or certificate is a great base for further college education.

Business Management

Looking for a career-oriented business education that will quickly get you on the job track? The Business Management program awards an Associate in Applied Science (AAS) degree and offers concentrations in four areas of study.

General Management educates students on decision-making, financing, operations, marketing and human resources, as well as the technical and conceptual creation of products and services for small and big businesses.

Finance and Banking prepares students for rewarding careers in finance and banking settings that include commercial banks, investment banks, brokerage firms, mutual fund companies, stock exchanges, and corporations.

Marketing equips students with the creative, organizational, and people skills needed to enter a variety of high-demand industries, including advertising and promotions, sales, marketing, public relations, and customer service.

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Accomplished Alumni

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