



Catalog Year Fall 2015

# EAST CENTRAL COLLEGE BUSINESS, MANAGEMENT & TECHNOLOGY

## ASSOCIATE OF APPLIED SCIENCE DEGREE

### East Central College

1964 Prairie Dell Road  
Union, Missouri 63084  
636-584-6500  
www.eastcentral.edu

### Admissions Office

ECC Campus  
636-584-6563  
admissions@eastcentral.edu

### Program Faculty

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Jason.Durbin@eastcentral.edu  
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### Division Chair

Mary Beth Huxel  
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### Division

Business, Education and Social  
Science and Technology  
636-584-6139

East Central College is  
accredited by the Higher  
Learning Commission of the  
North Central Association of  
Colleges and Schools  
30 N. LaSalle St., Suite 2400  
Chicago, Illinois 60602-2504  
800-621-7440

## THE CAREER

Careers in the field of business, management and technology (BMT) take a variety of forms. These professionals perform managerial duties in a business environment. They analyze organizational needs and provide technology-supported management and operations solutions.

## EMPLOYMENT OPPORTUNITIES

Possible career paths include:

- ✓ Enterprise Resource Planning
- ✓ Finance
- ✓ Information Technology
- ✓ Information Systems Management
- ✓ Management
- ✓ Marketing
- ✓ Operations and Production Management
- ✓ Project Management
- ✓ Supply Chain Management

## PROFESSIONAL TRAITS

Those pursuing a BMT career should:

- Be proficient with computer software, systems and information management
- Have good oral and written communication skills
- Demonstrate organizational and critical thinking skills, management ability, initiative and the ability to analyze data
- Be adaptable and versatile

## THE PROGRAM

ECC's Associate of Applied Science Degree in Business, Management and Technology includes both general education and program-specific coursework. Experienced faculty instruct students in supply management and process improvement technology. Students gain an understanding of database essentials, programming concepts, data structures and tools for project control and process management. Near the end of the BMT program, students choose one of three areas of specialization: finance, enterprise resource planning or management.

## ADMISSIONS REQUIREMENTS

To enter the program, students must have completed:

- ✓ High school diploma or the equivalent (documentation must be sent to the registration office)
- ✓ Application for admission
- ✓ A placement test as specified by the college (please note: some coursework requires minimum placement results)

## PROGRAM PREREQUISITES AND COREREQUISITES

In addition, students need to demonstrate proficiency in reading and mathematics prior to embarking on this course of study. Skills are determined by ECC's assessment scores or by taking the recommended/mandatory prerequisite classes. Students must also have basic to intermediate keyboarding skills, and a strong working knowledge of Microsoft Word, Excel and PowerPoint.

## TRANSFER OPTIONS

The AAS degree is designed for students seeking employment immediately upon graduation. However, many of the credits, particularly the general education electives received with this degree, may qualify as transfer credit by four-year schools. Please note that these decisions are made solely by the bachelor degree-granting institution, not ECC. Students seeking to transfer are advised to contact the institution of their choice before beginning a program or reviewing other degrees and coursework offered through the college.



**ROLLA**  
573-466-4100



**SULLIVAN**  
573-468-8287



**UNION**  
636-584-6588



**WASHINGTON**  
636-239-0598

WWW.EASTCENTRAL.EDU

# BUSINESS, MANAGEMENT & TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE DEGREE

## PROGRAM OF STUDY

This program of study is for a full-time student; part-time study is also available. Please contact an academic advisor for full course options. For the most current academic schedule (which is subject to change), visit the college Web site at [www.eastcentral.edu](http://www.eastcentral.edu).

Students must maintain at least a 2.0 GPA on program requirements and electives.

AAS program (65 credit hours)

### YEAR 1

#### FALL SEMESTER

COURSE	HOURS
FS 1000 Campus Orientation/	
FS 1001 Foundation Seminar	1
AC 1003 Financial Accounting I Lecture	3
BU 1003 Introduction to Business	3
EN 1223 English Comp I or	
EN 1233 Honors English Comp I	3
MT 1403 College Algebra	3
CS 1133 Foundations of Management Information Systems	3
Total Hours	16

#### SPRING SEMESTER

COURSE	HOURS
AC 1023 Financial Accounting II Lecture	3
EN 1403 Technical Writing	3
CS 1143 Implementing Information Systems - User Perspective	3
BU 1053 Fundamentals of Management	3
Specialty Area Elective*	3
Total Hours	15

### YEAR 2

#### FALL SEMESTER

COURSE	HOURS
BMT 2013 Introduction to Enterprise Resource Planning	3
EC 2103 Principles of Macroeconomics	3
CT 1103 Public Speaking	3
HI 1000/ PS 1000 Constitutions Study Module	0
History or Pol. Science Requirement	3
CIS Elective	3
Specialty Area Elective*	3
Total Hours	18

#### SPRING SEMESTER

COURSE	HOURS
BU 2033 Legal Environment of Business	3
BU 2213 Program Capstone - Business	3
Science Requirement	3
PE Requirement	1
Specialty Area Elective*	3
Specialty Area Elective*	3
Total Hours	16

### \*SPECIALTY AREA ELECTIVES

#### FINANCE

BMT 2033	Supply Chain Management
BT 2023	Accounting Tech/ QuickBooks
BU 1043	Principles of Finance
AC 1043	Managerial Accounting
EC 2203	Principles of Microeconomics

#### ENTERPRISE RESOURCE PLANNING

BMT 2033	Supply Chain Management
BMT 2073	BMT Project Management
BMT 2093	Process Improvement
BU 1013	Principles of Marketing

#### MANAGEMENT

BMT 2073	BMT Project Management
BMT 2093	Process Improvement
BU 1013	Principles of Marketing
BU 2143	Small Business Management
BMT 2033	Supply Chain Management