



Catalog Year Fall 2015

EAST CENTRAL COLLEGE BUSINESS

ASSOCIATE OF APPLIED SCIENCE DEGREE AND CERTIFICATES

East Central College

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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

Business is the act of getting people together to accomplish desired goals and objectives by using available resources efficiently and effectively. These resources include human, financial, technological and natural.

The career involves planning, organizing, staffing, directing and controlling a business or organization as defined by its goals. Business is also that of human action, including design, to facilitate the production of useful outcomes from a system.

EMPLOYMENT AND SALARY INFORMATION

Managers of companies and enterprises had the highest employment rate of all management fields in May 2012. They held 388,240 positions, or 19.38% of the industry employment, per the U.S. Bureau of Labor Statistics.

Earnings for managers vary across the United States. Salaries are dependent upon location, employer and the level of training, experience and/or degrees these professionals have.

PROFESSIONAL TRAITS

Those pursuing a career in this field should:

- Demonstrate good communication and leadership skills
- Be able to handle and resolve conflicts
- Have a good working knowledge of all aspects of their industry
- Be dependable and have control over their emotions

THE PROGRAM

Business is a diverse and growing career. Uncertainties in the market require strong management skills in a variety of organizations. The program at East Central College provides students with a solid foundation for a career in this dynamic field.

The curriculum offers a wide array of business courses that prepare graduates for a profession in business and/or leadership positions within an organization. In addition, students also have the opportunity to network with local and regional business leaders through classroom visits, business department-sponsored conferences and internships.

These degree and certificate programs are geared toward those wanting to directly enter the workforce. ECC also offers a related transfer degree program, the Associate of Arts in Business Administration.

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)

TRANSFER OPTIONS

Associate of Applied Science degrees are designed for students seeking employment immediately upon graduation. Many of the credits, particularly the general education electives earned with this program, however, are also accepted as transfer credit by four-year colleges and/or universities.

Please note that transferring credit is decided solely by the bachelor degree-granting institution. Students are advised to contact the four-year school of their choice regarding transferability before beginning a program and/or reviewing other AAS or AA degrees offered through East Central College.

■ **ROLLA**
573-466-4100

■ **SULLIVAN**
573-468-8287

■ **UNION**
636-584-6588

■ **WASHINGTON**
636-239-0598

WWW.EASTCENTRAL.EDU

PROGRAM OF STUDY

This program of study is for a full-time, degree-seeking student. Part-time study is an option and a certificate is also available. To graduate, students must maintain at least a 2.0 GPA on program requirements and electives. Please contact an academic advisor for full course options. For the most current academic schedule (which is subject to change), visit the college website at www.eastcentral.edu.

A - Course that is also a part of the Business Certificate of Achievement program

YEAR 1

FALL SEMESTER

COURSE	HOURS
FS 1000 Campus Orientation/	
FS 1001 Foundation Seminar ^A	1
BU 1003 Introduction to Business ^A	3
AC 1003 Financial Accounting I ^A	3
CS 1003 Microcomputer Applications or	
CS 1013 Survey of Computers & Information	
Systems or	
CS 1133 Foundation of Management	
Information Systems ^A	3
EN 1223 English Comp I or	
EN 1233 Honors English Comp I ^A	3
MT 1023 Business Mathematics (or higher) ^A	3
Total Hours	16

SPRING SEMESTER

COURSE	HOURS
EN 1403 Technical Writing ^A	3
Science Requirement (w/out lab)	3
BU 1213 Business Communications ^A	3
AC 1033 Accounting Tech/QuickBooks	3
BU 1013 Principles of Marketing ^A	3
HI 1000/	
PS 1000 Constitutions Study Module ^A	0
History or Pol. Science Requirement ^A	3
Total Hours	18

YEAR 2

FALL SEMESTER

COURSE	HOURS
BU 2033 Legal Environment of Business	3
BU 1043 Principles of Finance ^A	3
Program Elective *	2-3
BU 1053 Fundamentals of Management ^A	3
PE Requirement	1
Program Elective *	3
Total Hours	15-16

SPRING SEMESTER

COURSE	HOURS
BU 1103 Human Resources Management	3
BU 2213 Program Capstone: Business	3
Economics Requirement	3
Program Elective *	3
Program Elective *	3
Total Hours	15

* PROGRAM ELECTIVES

OPTION 1: OPERATIONS MANAGEMENT

AC 1023 Financial Accounting II	3
BU 2143 Small Business Management ^A	3
AC 1022 Payroll Accounting	2
BU 1063 Internship ^A	3

OPTION 2: ENTREPRISE RESOURCE DEVELOPMENT

BMT 2013 Introduction to ERP	3
BMT 2033 Supply Chain Management	3
BMT 2073 BMT Project Management	3
BU 2143 Small Business Management ^A	3