

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
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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 a career of human action, including design, to facilitate the production of useful outcomes from a system.

EMPLOYMENT OPPORTUNITIES

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, 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

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 (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.

BUSINESS

ASSOCIATE OF APPLIED SCIENCE

PROGRAM OF STUDY

AAS Program (63-64 credit hours)

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. All academic schedules are subject to change. Many of these courses are also part of the Business Certificate of Achievement program (CA). For the most current schedule or to view our Certificate Program, visit www.eastcentral.edu.

YEAR 1

FALL SEMESTER

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

SPRING SEMESTER

COURSE	HOURS
EN 1403 Technical Writing ^{CA, AC}	3
Science Requirement (without Lab)	3
BU 1213 Business Communications ^{CA, AC}	3
AC 1033 Accounting Tech/QuickBooks ^{AC}	3
BU 1013 Principles of Marketing ^{CA}	3
HI 1000/ PS 1000 Constitutions Study Module ^{CA, AC}	0
History or Political Science Requirement ^{CA, AC}	3
Total Hours	18

^{AC} Course is part of the Accounting Certificate of Achievement program

^{CA} Course is part of the Business Certificate of Achievement program

YEAR 2

FALL SEMESTER

COURSE	HOURS
BU 2033 Legal Environment of Business	3
BU 1043 Principles of Finance	3
Program Elective *	2-3
BU 1053 Fundamentals of Management ^{CA}	3
Program Elective *	3
TOTAL HOURS	14-15

SPRING SEMESTER

COURSE	HOURS
BU 1103 Human Resources Management	3
BU 2213 Program Capstone: Business	3
Ethics and Social Responsibility Requirement	3
Program Elective *	3
Program Elective *	3
Total Hours	15

**Prerequisite to all subsequent semesters of business coursework.

*PROGRAM ELECTIVES

OPTION 1: OPERATIONS MANAGEMENT

AC 1023 Financial Accounting II ^{AC}
BU 2143 Small Business Management
AC 1022 Payroll Accounting ^{AC}
BU 1063 Internship ^{CA}

OPTION 2: ENTERPRISE RESOURCE DEVELOPMENT

BMT 2013 Introduction to ERP
BMT 2033 Supply Chain Management
BMT 2073 BMT Project Management
BU 2143 Small Business Management**