

East Central College

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East Central College is accredited by
the Higher Learning Commission and
a participant in the Academic Quality
Improvement Program (AQIP).
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THE CAREER

Merriam-Webster defines business administration as "a program of studies in a college or university providing general knowledge of business principles and practices." ECC students interested in this field can choose from a number of career paths.

Employment opportunities include accounting, economics, finance, marketing, management, retail, government, insurance, agribusiness, purchasing and human resources. Those who complete their associate degree in business administration are prepared to enter into an undergraduate major leading to training in these areas.

EMPLOYMENT OPPORTUNITIES

According to the U.S. Bureau of Labor Statistics, careers in business administration are currently in high demand. Depending on education and experience, professionals have a variety of opportunities open to them. These are just a few examples of business administration careers and their average annual salary as of 2012:

| | |
|----------------------------|-----------|
| Sales Management | \$101,640 |
| Accounting | \$61,690 |
| Finance Management | \$103,910 |
| Human Resources Management | \$99,180 |
| Hospitality Management | \$46,880 |
| Healthcare Administration | \$84,270 |
| Marketing Management | \$116,010 |

PROFESSIONAL TRAITS

Those pursuing a career in this field should:

- Have strong communication, listening and people skills
- Be ethical, honest and trustworthy with confidential information
- Pay close attention to details
- Be punctual, reliable and self-motivated
- Have the ability to set and meet goals

THE PROGRAM

This Associate of Arts curriculum provides both the theoretical and technical skills students need to enter a baccalaureate program in business or a related field. Those who express an interest in business administration have several course options and electives available. Assuming appropriate placement scores, it is a two-year degree, with flexibility to customize the program of study toward the student's chosen career.

To earn this degree, students must complete the 42-credit hour general education core required of all transfer degrees plus the necessary electives in accounting, business and economics. Elective coursework should be chosen based on the requirements of the transfer institution and the student's area of interest.

East Central College also offers two related workforce preparation degrees: the Associate of Applied Science in both business and accounting.

GENERAL EDUCATION REQUIREMENTS

East Central College requires each transfer student complete a 42 hour general education block. General education at ECC is organized around the institution's common learning objectives and coursework. A student is required to demonstrate skills in each of the following three areas:

- **Communicating:** Improve written and oral communication skills; adapt and apply communication to academic and professional purposes, audiences and contexts; demonstrate the use of technology to analyze and communicate information; and use active listening and reading skills.
- **Creative/Critical Thinking:** Improve the application of relevant knowledge and theory to new ideas, positions or solutions; assess and analyze concepts and data; formulate meaningful questions; and interpret and evaluate evidence and arguments.
- **Ethics and Social Responsibility:** Develop cross cultural awareness and an understanding of global interconnectedness; apply multiple worldviews, analyze ethical choices and consequences; and understand the core values and accountability of citizenship in a democratic society.

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

Many of the credits, particularly the general education electives earned with this degree, are accepted as transfer credits by four-year colleges and universities. These decisions are made solely by the bachelor degree-granting institution, not ECC.

Students seeking to transfer should communicate often with their faculty advisors and the East Central College transfer advisor. They should also make early contact with the four-year institution of their choice regarding the transferability of East Central College's credits and coursework.

BUSINESS ADMINISTRATION

ASSOCIATE OF ARTS

PROGRAM OF STUDY

AA Program (60 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. For the most current schedule, visit www.eastcentral.edu.

YEAR 1

FALL SEMESTER

| COURSE | HOURS |
|--|-----------|
| FS 1000 Campus Orientation or FS 1001 Foundation Seminar | 1 |
| EN 1223 English Comp I or EN 1233 Honors English Comp I | 3 |
| MT 1403 College Algebra | 3 |
| COM 1003 Oral Communications or COM 1103 Public Speaking | 3 |
| BU 1003 Introduction to Business* | 3 |
| CS 1013/ CS 1003 Survey of Computers & Information Systems (preferred) or Microcomputer Applications | 3 |
| Total Hours | 16 |

SPRING SEMESTER

| COURSE | HOURS |
|---|-------------|
| AC 1003 Financial Accounting I Lecture | 3 |
| BU 1013 Principles of Marketing | 3 |
| EN 1333 English Comp II or EN 1343 Honors English Comp II | 3 |
| HI 1000 Constitutions Study Module History Requirement Ethics & Valuing Requirement | 0 3 3 |
| Total Hours | 15 |

YEAR 2

FALL SEMESTER

| COURSE | HOURS |
|--|-------------|
| EC 2103 Principles of Microeconomics or EC 2203 Principles of Macroeconomics | 3 |
| AC 1023 Financial Accounting II Lecture | 3 |
| SC 1000 Laboratory Safety for Students Biology with Lab Requirement Ethics & Social Responsibility Requirement | 0 5 3 |
| Total Hours | 14 |

SPRING SEMESTER

| COURSE | HOURS |
|---|-------------|
| EC 2103 Principles of Microeconomics or EC 2203 Principles of Macroeconomics | 3 |
| BU 2033 Legal Environment of Business | 3 |
| AC 1043 Managerial Accounting Physical Science Requirement Ethics & Social Responsibility Requirement | 3 3 3 |
| Total Hours | 15 |

*Prerequisite to all subsequent semesters of business coursework.