

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
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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 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

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)

ADDITIONAL PROGRAM INFORMATION

Standard Occupational Classification (SOC)

11.1021.00,11-2022.00,11-3011.00

Tuition and Required Fees

\$3,366 (In-District)

\$4,556 (Out-of-District)

Books and Supplies

\$2,006.75

Other Fees and Expenses

\$25

BUSINESS

CERTIFICATE OF ACHIEVEMENT

Certificate of Achievement Program (34 credit Hours)

CERTIFICATE COURSEWORK

COURSE	HOURS
FS 1000 Campus Orientation or	1
FS 1001 Foundation Seminar	
EN 1223 English Comp I or	3
EN 1233 Honors English Comp I	3
EN 1403 Technical Writing	3
MT 1023 Business Mathematics (or higher)	3
BU 1003 Introduction to Business*	3
AC 1003 Financial Accounting I	3
CS 1013/ Survey of Computers & Information	3
CS 1003 Systems (preferred) or	
Microcomputer Applications	3
BU 1063 Business/Industrial Mgmt. Internship	3
BU 1053 Fundamentals of Management	3
BU 1213 Business Communications	3
BU 1013 Principles of Marketing	3
HI 1000 Constitutions Study Module	0
PS 1000	
History or Political Science Requirement	3
Total Hours	34

TO CONVERT THIS CERTIFICATE INTO AN ASSOCIATE OF APPLIED SCIENCE DEGREE, STUDENTS WILL NEED:

COURSE	HOURS
BU 2033 Legal Environment of Business	3
BU 1043 Principles of Finance ^S	3
BU 1103 Human Resources Management ^S	3
BU 2213 Program Capstone: Business ^S	3
Science Requirement (without Lab)	3
Economics Requirement	3
Program Elective *	3
Program Elective *	3
Program Elective *	3

PROGRAM ELECTIVES*

AC 1023 Financial Accounting II
AC 1033 Accounting Tech/QuickBooks
AC 1022 Payroll Accounting
BU 2143 Small Business Management ^S
BMT 2013 Introduction to ERP

^F Course only offered during the Fall Semester

^S Course only offered during the Spring Semester