



# EAST CENTRAL COLLEGE BUSINESS

## CERTIFICATE OF ACHIEVEMENT

Catalog Year Fall 2015

### East Central College

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

### Admissions Office

ECC Campus  
636-584-6563  
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### Division Chair

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### Division

Business, Education, 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

Business management 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 management 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 entering 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 management 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.

Assuming appropriate placement scores, the Business Management Certificate of Achievement takes approximately 18 months to complete. To earn their certificate, students must maintain at least a 2.0 GPA on program requirements and electives.

ECC also offers an associate of applied science (work-ready degree) in business management and an associate of arts (transfer degree) 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 has minimum placement results)

### ADDITIONAL PROGRAM INFORMATION

STANDARD OCCUPATIONAL CLASSIFICATION (SOC)  
11.1021.00, 11-2022.00, 11-3011.00

TUITION AND REQUIRED FEES  
\$3,230 (In-District)  
\$4,420 (Out-of-District)

BOOKS AND SUPPLIES  
\$2,006.75

■ **ROLLA**  
573-466-4100

■ **SULLIVAN**  
573-468-8287

■ **UNION**  
636-584-6588

■ **WASHINGTON**  
636-239-0598

WWW.EASTCENTRAL.EDU

## CERTIFICATE OF ACHIEVEMENT

Certificate of Achievement program (34 credit hours)

### CERTIFICATE OF ACHIEVEMENT COURSEWORK

COURSE	HOURS
AC 1003 Financial Accounting I Lecture	3
BU 1003 Introduction to Business	3
BU 1013 Principles of Marketing	3
BU 1053 Fundamentals of Management	3
BU 1063 Business/Industry Management Internship	3
BU 1213 Business Communications	3
CS 1003 Microcomputer Applications or	
CS 1013 Survey of Computers & Information Systems or	
CS 1133 Foundation of Management Information Systems	3
EN 1223 English Comp I or	
EN 1233 Honors English Comp I	3
EN 1403 Technical Writing	3
FS 1000 Campus Orientation/	
FS 1001 Foundation Seminar	1
HI 1000/	
PS 1000 Constitutions Study Module	0
History or Pol. Science Requirement	3
MT 1023 Business Mathematics (or higher)	3
<b>Total Credit Hours</b>	<b>34</b>

TO CONVERT A CERTIFICATE OF ACHIEVEMENT INTO AN ASSOCIATE OF APPLIED SCIENCE DEGREE, STUDENTS ALSO NEED TO TAKE THE FOLLOWING:

COURSE	HOURS
BU 1103 Human Resource Management	3
BU 2153 Organizational Theory	3
BU 2033 Legal Environment of Business	3
BU 2213 Program Capstone: Business	3
CT 1003 Oral Communications or	
CT 1103 Public Speaking	3
Economics Requirement	3
PE Requirement	1
Program Elective *	3
Program Elective *	3
Program Elective *	3
Science Requirement (without lab)	3
<b>Total Credit Hours</b>	<b>31</b>

### \*PROGRAM ELECTIVES

COURSE	HOURS
AC 1023 Financial Accounting II Lecture	3
BU 1063 Business/Industrial Management Internship	3
BU 2173 Supervision	3
BT 2023 Accounting Tech/QuickBooks	3