

BUSINESS: BUSINESS ADMINISTRATION



The Business Administration Program is designed to provide a quality education to prepare students for entry-level employment in the business arena or for transfer to a four-year institution.



BUSINESS: BUSINESS ADMINISTRATION, A.A.S.

Degree: Associate in Applied Science

HEGIS Code: 5004

Curriculum Code: 0632

Campus Location(s): City, North, South, Distance

Business & Public Service Division

Pre-Admission Recommendations: Math I

Recommended H.S. Courses and/or Experiences: Two years math

Career Opportunities/Further Education:

Accounting and advertising firms; government, finance and insurance agencies

Program Description

Erie Community College recognizes the need to prepare its students for an ever-changing job market. An Associate in Applied Science degree is a significant first step in securing the knowledge and skills necessary for employment or continued education in such a dynamic environment. We offer contemporary subject matter, including state-of-the-art computer training, and encourage our students to view education as a lifelong process.

The objectives of the Business Administration Department are threefold: to prepare students for responsible entry-level employment in the business arena immediately following graduation; to provide a quality education for students interested in transferring to a four-year institution for bachelor of arts or bachelor of science degrees; and to provide continuing education opportunities for those already working in business and industry.

The comprehensive nature of this program prepares students for a variety of employment opportunities. Business Administration students

take a core of business subjects and then choose four business electives. These electives allow students flexibility in exploring particular areas of interest. In addition, students take a variety of liberal arts, math and science courses. The degree can be completed on a full-time or part-time basis, during the day, evening or online.

Graduates of the program are qualified for entry-level managerial positions, such as accounting clerk, auditor's assistant, sales and office manager, and administrative assistant.

Program Competencies

Upon graduating with an Associate in Applied Science degree in Business: Business Administration, the graduate will be able to:

- transfer to a four-year college/university;
- be employed in entry-level managerial positions;
- develop a career in sales and marketing;

- interpret various accounting/financial statements;
- be able to use a computer in a variety of organizational settings;
- demonstrate good reasoning and analytical skills;
- be able to express oneself intelligently orally and in print;
- understand the ethical and legal foundations of business;
- understand the social responsibility of business;
- understand the basic concepts of business; and
- work effectively in a group setting.

Special Admissions Requirements/Prerequisites

Two years of high school mathematics are recommended.

Transfer Agreements

Erie Community College's Business Administration Department has transfer agreements with most area colleges. The agreements facilitate the transfer of ECC business graduates into the four-year schools. They include Alfred University, Buffalo State College, SUNY at Buffalo, D'Youville College, SUNY College at Fredonia, Canisius College, Daemen College, Hilbert College, Houghton College, Medaille College, and Niagara University, as well as Thames Valley University in London, England and European University in Antwerp, Belgium.

CURRICULUM

Total Degree Credits: 62.0 to 65.0

First Year, Fall Semester

- BU 121 Accounting Principles I *Credit Hours: 4*
- BU 130 Quantitative Business Methods *Credit Hours: 3*
- BU 140 Introduction to Business *Credit Hours: 3*
- EN 110 College Composition *Credit Hours: 3*
- _____ Math Elective *Credit Hours: 3-4*

First Year, Spring Semester

- BU 122 Accounting Principles II *Credit Hours: 4*
- BU 131 Computer Applications in Business *Credit Hours: 3*
- BU 151 Marketing I *Credit Hours: 3*
- EN 111 Composition and Interpretation of Literature *Credit Hours: 3*
- _____ Math/Science Elective *Credit Hours: 3-4*

Second Year, Fall Semester

- BU 240 Principles of Management *Credit Hours: 3*
- BU 261 Business Law I *Credit Hours: 3*
- EC 102 Macroeconomics *Credit Hours: 3*
- _____ Business Elective *Credit Hours: 3*
- _____ Business Elective *Credit Hours: 3*

Second Year, Spring Semester

- BU 232 Business Finance *Credit Hours: 3*
- EC 103 Microeconomics *Credit Hours: 3*
- _____ Business Elective *Credit Hours: 3*
- _____ Liberal Arts Elective *Credit Hours: 3-4*
- _____ Business Elective *Credit Hours: 3*

Note: This is a recommended sequence. Student should consult his/her academic adviser prior to registering.

Recommended Courses

The following are recommended courses for students who wish to emphasize the accounting, marketing or management/supervisory skills aspect of the Business Administration program. Students are advised to contact academic advisers for further information.

Accounting

- BU 221 Computerized Accounting *Credit Hours: 4*
- BU 225 Introduction to Income Tax *Credit Hours: 3*
- BU 226 Managerial Accounting *Credit Hours: 3*

Management/Marketing

- BU 251 Marketing II *Credit Hours: 3*
- BU 252 Marketing Management *Credit Hours: 3*
- BU 253 Retailing *Credit Hours: 3*
- BU 254 Advertising *Credit Hours: 3*
- BU 255 Salesmanship *Credit Hours: 3*

Supervisory Skills

- BU 231 Business Systems *Credit Hours: 3*
- BU 234 Investments *Credit Hours: 3*
- BU 241 Organizational Behavior *Credit Hours: 3*
- BU 242 Human Resource Management *Credit Hours: 3*
- BU 243 Entrepreneurship *Credit Hours: 3*
- BU 247 Business Plan Completion *Credit Hours: 3*
- BU 248 Practicum in Supervision *Credit Hours: 3*
- BU 262 Business Law II *Credit Hours: 3*

Note: A student may use an interdisciplinary approach by selecting courses from any business course not required, to fulfill the business elective requirements.

Recommended Part-Time Sequence in Business Administration

Semester One

- English*
- Introduction to Business

Semester Two

- English
- Quantitative Business Methods

Semester Three

- Accounting Principles I
- Macroeconomics

Semester Four

- Accounting Principles II
- Computer Applications in Business

Semester Five

- Microeconomics
- Principles of Marketing

Semester Six

- Business Law I
- Liberal Arts Elective*

Semester Seven

- Business Elective*
- Math Elective*

Semester Eight

- Business Finance
- Business Elective*

Semester Nine

- Principles of Management
- Business Elective*

Semester Ten

- Business Elective*
- Math or Science Elective*

*Note: *Consult with academic advisers.*

Students should be aware that special electives may not be offered each semester. The above sequence, assuming two courses per semester, enables students to finish in 10 semesters. Students are free to accelerate with the understanding that they may not perform satisfactorily if they do not allow adequate time for out-of-class study. Inquiries should be directed to the chairperson of the business administration department.