

## ***Erie County Employee Education Program***

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### **Programs Offered**

#### **Business Administration, B.S. (0425)**

##### **About the Program**

The bachelor of science degree in business administration prepares students for leadership roles in management and marketing in both domestic and international business, and public and nonprofit organizations. During the first two years of the program, students acquire a foundation in accounting, economics, and computers, as well as in the arts, humanities, and social and natural sciences. The last two years are devoted to upper-division courses in management, marketing, human resources, law, finance, production and operations management, and a capstone course in business strategy. Upon acceptance into the program, students will be required to choose and complete a 15-hour concentration in one of the following areas: management, marketing, or international business.

##### **Admission Requirements**

Admission Requirements: Transfer students are accepted into the program on a competitive basis. No freshmen are accepted directly into the program. Students interested in business as a major may be admitted as a pre-business major (0424) until completion of entrance requirements. Prior to acceptance into the program, students will be required to attain competency in mathematics and English composition, as well as successful completion of BUS 312, CIS 101, and ECO 201 or ECO 202, and have a minimum cumulative GPA of 2.5. Successful completion is defined as achieving a minimum grade of C. Admission requirements for first-year and transfer students are under review and may change. Please contact the business department for current information on admission requirements.

Transfer students must meet the residency requirement of 21 credit hours of upper-level coursework from the department.

##### **Program Requirements**

**Intellectual Foundations Requirements: 39–66 credits**

**Total Required Credit Hours in Business 60 credits**

**A. Business Core (39 credits)**

CIS 101 Computer Fundamentals

ECO 201 Principles of Macroeconomics

ECO 202 Principles of Microeconomics

BUS 312 Financial Accounting

BUS 313 Managerial Accounting

BUS 320 Principles of Marketing

BUS 325 Human Resource Management

BUS 334 Business Law I

BUS 360 Principles of Management

FIN 314 Corporate Finance

ECO 305 Statistics for Economics

OR

MAT 311 Introductory Probability and Statistics

BUS 460 Production and Operations Management

BUS 430 Strategic Management

**B. Concentrations (15 credits)**

**Marketing**

BUS 321 Marketing on the Internet

BUS 323 Sales Methods and Techniques

BUS 327 Advertising Concepts and Practices

BUS 328 Advertising Campaign Management

BUS 329 Sales Management

BUS 330 Marketing Management

BUS 347 Retail Management

BUS 348 Electronic Commerce

BUS 403 Consumer Behavior

BUS 404 Marketing Research

BUS 420 International Marketing Management

**Management**

BUS 300 International Business

BUS 324 Business Communication

BUS 329 Sales Management

BUS 335 Business Law II

BUS 347 Retail Management

BUS 350 Current Practices in Technology

BUS 365 Entrepreneurship

BUS 367 Strategic Management of Innovation and Technology

BUS 368 Sports Management and Marketing

BUS 369 Organizational Change and Development

BUS 424 International Business Communication

BUS 473 International Management

**International Business**

BUS 300 International Business

BUS 363 Business in the Western Hemisphere

BUS 417 International Accounting

BUS 420 International Marketing

BUS 424 International Business Communication

BUS 425 International and Cross-Cultural Training

BUS 473 International Management

ECO 401 International Economics

FIN 400 International Finance

**C. Recommended Business Electives (6 credits)**

Any upper-level Business Department course that is not required or included in your concentration may be taken as an elective. Students may participate in the internship program by enrolling in BUS 378: Business Professional Practice. Foreign language competency recommended.

**All College Electives: 0–21 credits****Total Required Credit Hours: 120-126 credits**

## **Social Work, B.S. (0435)**

### **About the Program**

The social work program prepares students for social work practice at the first professional level. Consistent with accreditation standards, the social work courses cover the following areas: human behavior and the social environment, social welfare policy and services, intervention methods, research, values and ethics, diversity, social and economic justice, populations at risk, and field instruction.

Social work is an upper-division major that builds on a liberal arts base. Academic evaluation includes GPA, class performance, and conduct that is ethical and professional. Interested students should contact the department for specific information on these academic standards.

### **Admission Requirements**

Students are required to:

1. Complete 45 credit hours by the end of the semester in which the application is made.
2. Attain a minimum GPA of 2.5.
3. Successfully complete the English and mathematics basic skills competency requirements of the college.
4. Progress toward completing the liberal arts foundation (a recommended course in each of the following areas: sociology, psychology, political science, anthropology, economics, history, philosophy, literature, and the arts). A list of courses that fulfill these requirements is available in the department office and Web site.

### **Program Requirements**

#### **Intellectual Foundations Requirements: 39–66 credits**

BIO 101 or equivalent in human biology

#### **Total Required Credit Hours in Social Work: 42 credits**

SWK 220 Introduction to Social Work

SWK 307 Human Behavior and Social Environment I

SWK 308 Human Behavior and Social Environment II

SWK 317 Research in Social Work

SWK 319 Dynamics of Poverty

SWK 320 Social Services Organizations

SWK 419 Social Welfare Policy

SWK 422 Interventive Methods I  
SWK 423 Interventive Methods II  
SWK 424 Interventive Methods III  
SWK 493-494 Field Instruction (12 credits)

**All College Electives: 12–39 credits**

**Total Required Credit Hours: 120 credits**

## **M.S. in Multidisciplinary Studies - Human Services Administration (6000)**

This option provides students with the conceptual, technical and professional tools required for leadership roles in modern human service agencies. The program is designed for individuals employed in human service organizations, especially as middle managers.

### **Admission Requirements:**

- Completion of a Graduate Admission Application packet.
- A bachelor's degree from an accredited institution with a minimum cumulative GPA of 2.5 (4.0) scale.
- Statement of Intent:
  - Professional or educational objectives to be obtained through course of study.
  - Description of interest in pursuing human services administration option.
  - Detailed outline of proposed plan of study including sequence of courses and semester you intend to register for courses.
  - The statement of intent will be evaluated as a writing sample, indicative of academic success at the graduate level. Please type and proofread it prior to submission.
- Two letters of recommendation
- Interview with option coordinator. The coordinator will contact you to arrange an appointment after the completed application packet (transcripts, letters of recommendation and statement of intent) is received.

### **Required Courses (30 credit hours)**

#### **Core Courses (18 credit hours)**

- EDC 500: Microcomputers Systems
- SWK 645: Program Planning in the Human Services
- BUS/EDF 688: Leadership in Organizations
- EDF 689: Methods and Techniques of Educational Research
- EDF/SWK 712: Managing Program Evaluation
- EDF 715: Management Practices and Techniques

**Specialization Courses (choose one course for 3 credit hours)**

- BUS 545: Basic Accounting for Business and Non-Business Entities OR
- COM/SWK 519: Communication for Managers OR
- EDF/BUS/SWK 603: Human Resource Management OR
- SWK 643: Supervision in Human Services

**Elective Courses (choose 2 courses for 6 credit hours)**

Selected by advisement

**Master's Project (3 credit hours)**

EDF 690: Master's Project

\* = all courses 3 credit hours

**For more information, contact Gail Daniels, Director of College Partnership Development at 716-878-4853 or [gaid@bsc-cdhs.org](mailto:gaid@bsc-cdhs.org).**