

THE COMPLETE GUIDE TO BUSINESS ADMINISTRATION



WHAT YOU NEED TO KNOW ABOUT A CAREER IN BUSINESS



ABOUT EAST OHIO COLLEGE

Since 1886, East Ohio College (EOC), formerly Ohio Valley College of Technology, has been a trusted educator in Northeastern Ohio. With career-driven programs in nursing, allied healthcare, and professional services, students are equipped to succeed in careers that meet the needs of the community.

With the introduction of East Ohio College's online platform in 2022, the college adapts to meet the evolving needs of its students and regional employers. Online courses are designed with some flexibility, allowing students to balance family, work, and college. This approach allows students to pursue their educational goals without putting their lives on hold or sacrificing their other commitments.

At East Ohio College, students receive hands-on training from instructors who are genuinely committed to their success.

Grounded in our WE CARE values, EOC is dedicated to opening doors to meaningful opportunities and lasting change.



WHAT IS BUSINESS ADMINISTRATION?

Business administration is a broad career path that opens the door to roles in management, human resources, accounting, entrepreneurship, marketing, and more. Working as a business administrator can be an excellent option for individuals who are driven problem-solvers who want to make an impact.

With formal training, graduates step into careers across government, non-profits, and private companies. An associate degree can also help you level up in your current role and move into managerial or specialized positions.

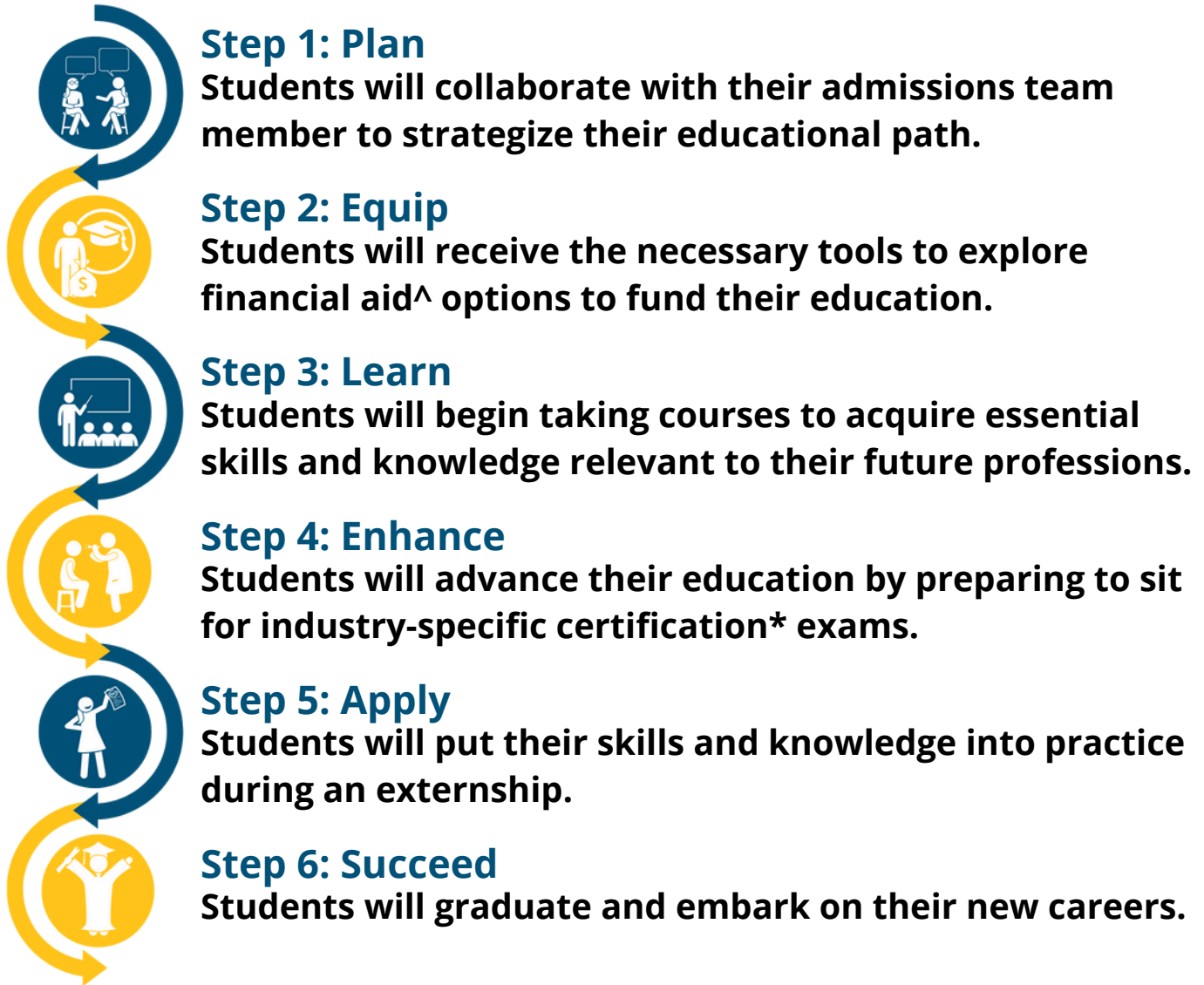
Students build skills that keep organizations running smoothly. With East Ohio College's Business Administration program, you'll be ready to help businesses grow and succeed. Below are some of the core skills students can expect to gain during their training.

- Basic Accounting
- Customer Service
- Sales & Marketing
- Office Management
- Business Law Essentials
- Small Business Operations



EAST OHIO COLLEGE'S ACADEMIC PROCESS

East Ohio College has developed a six-step process to support each student throughout their academic journey, ensuring they are supported and receive quality training.



[^]For those who qualify.

*Certification is contingent upon passing the corresponding certification exam.

Certifying entities are independent and not affiliated with or connected to East Ohio College in any manner.

EAST OHIO COLLEGE'S BUSINESS PROGRAM

East Ohio College's online Business Administration program is specifically designed to equip students for entry-level business careers in two years or less. The 18-month program is primarily conducted online, with the potential for an in-person externship experience.

EOC's business training is an excellent choice for those interested in working in some aspect of business, opening a small business, or furthering their current career with a degree. The curriculum includes virtual lectures on foundational business knowledge. To further enrich the learning experience, EOC incorporates virtual simulations that allow students to practice the techniques they will use in their future careers.

One significant advantage of attending East Ohio College for your associate degree is our direct admission approach to business education. Upon acceptance into the Business Administration program, students will begin taking the following courses.

- Document and Presentation Software
- Spreadsheet Applications
- Basic Economics
- Introduction to Computers
- Accounting
- Math
- Computerized Accounting
- Fundamentals of Taxation
- Marketing
- Human Resource Management
- Sales and Customer Service
- Introduction to Business
- Business Law
- Management Concepts and Practices
- Small Business Finance
- Business Administration Externship
- Research and Writing
- Effective Communication
- English Composition
- Current Events
- Psychology
- Logic and Critical Thinking
- Student Success Strategies
- Career Preparation

BENEFITS OF EAST OHIO COLLEGE

At East Ohio College, the student experience is our top priority. We understand that students must balance family, work, and their studies. Below are four key advantages of selecting EOC for your business education.

ACCELERATED TRAINING



Accelerated Training

The curriculum at East Ohio College is structured in an accelerated format. Rather than adhering to traditional semester schedules with lengthy breaks, students progress through their courses in six-week intervals. This approach enables them to absorb more material within a shorter period. Students should anticipate a rigorous academic experience and can contact the academic team for support whenever necessary.

DIRECT ADMISSION



Direct Admission

East Ohio College utilizes a direct admission educational model that saves time and money by beginning courses directly linked to the Business Administration program immediately upon acceptance. This strategy enables students to skip many general education courses that do not pertain to their business training.

BENEFITS OF EAST OHIO COLLEGE

HANDS-ON EXPERIENCE



Hands-On Experience

Business Administration students at East Ohio College acquire essential knowledge and skills through engaging virtual lectures, which are then applied in instructor-designed virtual simulations. As students progress through the program, the EOC career management team assists them in securing an externship with a regional employer, enabling them to further develop skills in a professional environment.

STUDENT SUPPORT



Student Support

EOC offers students access to valuable support resources via the career management department throughout their studies and beyond. Our career management team provides a range of professional and academic guidance, including resume writing, job placement, career planning, and more. Additionally, EOC alums have continued access to the career management team, which includes job placement support and industry refresher courses[^] at no additional tuition cost.

[^]Career Management Services are subject to specific conditions and requirements and continued campus operations. Please see the campus catalog for complete details.

FREQUENTLY ASKED QUESTIONS

Q: How long does it take to get a business administration degree?

A: At East Ohio College, students can complete their business training and earn an Associate Degree in Business Administration in 18 months.

Q: What can you do with a business degree?

A: Individuals with formal business education can apply their skills to government entities, private companies, nonprofit organizations, corporations, small businesses, and more.



Q: What is business administration?

A: Business administration is training for individuals who keep organizations running smoothly behind the scenes, often focusing on areas such as management, human resources, accounting, etc.

Q: What do you learn in business administration?

A: Students in EOC's Business Administration program are exposed to essential business topics from sales and marketing to business law and management, among others.

WHY CHOOSE EAST OHIO COLLEGE?

Every member of the East Ohio College (EOC) team is committed to supporting each student's success. Explore firsthand reviews from EOC students and graduates about their journeys, and find out how our institution can transform your life!

"This is a great college. I learned so much and was able to do it on my own schedule. The teachers are amazing and so helpful!"

-Seianna S.

"East Ohio College is extremely convenient, effective, and welcoming. I've had a great experience here!"

-Jayla S

"East Ohio is convenient and has allowed me to work full-time while doing online classes."

-Paige F.

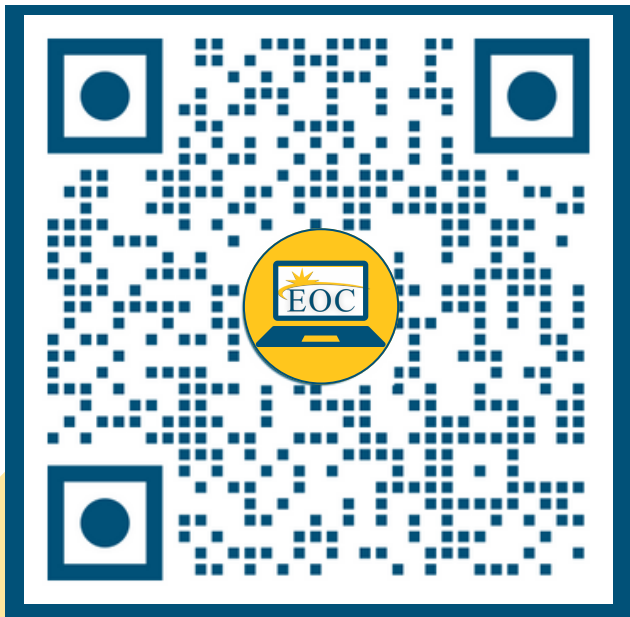
"Love the environment, everyone is helpful and supportive. I also enjoy how fast the program is and fits in my life schedule."

-Alexis P.

YOUR BUSINESS CAREER IS POSSIBLE!

Business administrative professionals play an essential role in keeping businesses and organizations running smoothly. They are necessary to ensure a company's success and profitability.

Our accelerated 18-month associate degree program will provide you with the essential skills, knowledge, and confidence needed to launch your dream career in the business field. Start your journey by scanning the QR code below or calling 833-EASTOHIO to connect with a member of our admissions team!



STAY CONNECTED BY FOLLOWING US:

