

[www.clcillinois.edu/programs/bus](http://www.clcillinois.edu/programs/bus)

## TRANSFER PROGRAM

Business and Social Sciences Division,  
Room T302, (847) 543-2047

**Degree: Associate in Arts  
Plan 13AB**

The following courses are **recommended** for students who have not decided upon a specific four-year college or university. Once a transfer school is selected, students are **strongly encouraged** to meet with a Student Development Counselor or advisor to determine courses at CLC which will also meet the transfer requirements. To complete any transfer degree, students should select from the general education requirements outlined on page 28 of the 2020-21 catalog at [www.clcillinois.edu/catalog](http://www.clcillinois.edu/catalog).

All course prerequisites must be met. Additionally, students are required to select one course from the International/Multicultural list on page 28 of the 2020-21 catalog at [www.clcillinois.edu/catalog](http://www.clcillinois.edu/catalog) to meet graduation requirements. A grade of C or better is required for all English course requirements.

### FIRST SEMESTER 15-17

<b>BUS 121</b>	Introduction to Business	3
	MTH <sup>1</sup> Elective	3-5
<b>ENG 121</b>	English Composition I	3
<b>CIT 120</b>	Introduction to Computers	3
<b>PSY 121</b>	Introduction to Psychology	3

### SECOND SEMESTER 15-19

<b>ENG 122</b>	English Composition II	3
<b>MTH<sup>1</sup></b>	Elective	3-5
<b>ECO 221</b>	Principles of Macroeconomics	3
	Physical Science	3-5
<b>PHI 122</b>	Logic	3

### SUMMER SESSION 3-5

	MTH <sup>1</sup> Elective	3-5
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### THIRD SEMESTER 16-18

<b>ACC 121</b>	Financial Accounting	4
<b>BUS 221*</b>	Business Law I	3
<b>ECO 222</b>	Principles of Microeconomics	3
	MTH <sup>1</sup> Elective	3-5
	Elective <sup>2</sup>	3

### FOURTH SEMESTER 16-17

<b>ACC 122</b>	Managerial Accounting	4
<b>CMM 121</b>	Fundamentals of Speech	3
	Life Science	3-4

<b>HUM 121</b>	Humanities: Ancient Times to the Middle Ages	3
	Humanities or Fine Arts Elective	3

\* Cross listed with LGL 221

Notes: Students who qualify for MTH 224, MTH 127 and MTH 222 can complete this degree in 60 credits.

<sup>1</sup> A student should consult an academic advisor to determine the correct progression of math courses. The math course progression for this degree will vary depending on the student's 1) choice of 4-year institution to which to transfer and 2) math competency prior to enrolling at CLC. This schedule assumes a student will enroll in four semesters of math. Depending on a student's transfer goals or math competency, a student may need to enroll in additional math courses or may be able to substitute one of the math slots for an elective course in the second or third semester of these schedules.

Transfer Institution: While each local 4-year transfer institution differs in its math requirements, most require a combination of MTH 224 (Business Calculus), MTH 127 (Finite Mathematics) and/or MTH 222 (Business Statistics). In order to qualify for these courses, students must generally also take MTH 122 (College Algebra). Math Competency: If a student does not meet the prerequisite to enroll in MTH 122, enrollment in developmental courses of MTH 102 and/or MTH 108 may be required. These courses do not apply toward the requirements of the associate degree.

<sup>2</sup> A student should consult an academic advisor to determine the most appropriate elective course. Four-year transfer institutions generally differ in their desired elective course. Please select your desired transfer institution and work with an academic advisor to align your elective course with its admittance requirements. Common elective courses may include: BUS 227 (formerly BUS 122), BUS 223, BUS 132, BUS 237 or an additional math course.

**Note:** This plan includes **recommendations** for students who plan to major in this subject at a four year school. Students who follow this plan will meet the requirements of a general transfer degree (A.A. or A.S.). The CLC degree earned will be a general transfer degree, not a degree in this specific area of study.

## ABOUT BUSINESS ADMINISTRATION

General business is a broad and exciting area that leads to many career opportunities. A few of the important areas of concentration within business are finance, management and marketing.

## AREAS OF CONCENTRATION

### Finance

- Corporate Financial Management
- Banking
- Personal Financial Planning
- Real Estate
- Insurance
- Money Management
- Investment Banking

### Management

- General Management
- Human Resources
- Operations
- Production Management
- Quality Control

### Marketing

- Sales
- Customer Relations
- Purchasing/Procurement
- Retail
- Market Research
- Brand/Product Management

## TRANSFER SCHOOLS

- DePaul University
- Illinois State University
- Northern Illinois University
- University of Illinois at Chicago
- University of Wisconsin-Parkside

[www.clcillinois.edu/transfer](http://www.clcillinois.edu/transfer)

## GETTING STARTED

For steps on how to apply and register, visit [www.clcillinois.edu/admission](http://www.clcillinois.edu/admission).

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## CAREER PATH

Common areas of concentration within business are finance, management and marketing

### FINANCE

#### Employers

- Corporations
- Consulting firms
- Banks and other financial institutions
- Financial planning agencies
- Insurance companies
- Real estate brokers or agencies
- Government agencies

#### Strategies

- Take additional courses in math, statistics and accounting to develop strong quantitative skills.
- Develop strong interpersonal and communication skills.
- Cultivate an eye for detail.
- Gain experience through internships or summer and part-time positions.
- Join student professional associations in the field of finance.

### MANAGEMENT

#### Employers

- Corporations
- Consulting firms
- Nonprofit organizations
- Retail and other service industries
- Manufacturing firms
- Government agencies
- Nonprofit organizations
- Banks and other financial institutions
- Hotels and restaurants
- Health care industry

#### Strategies

- Develop strong interpersonal and communication skills.
- Obtain leadership roles in student organizations.
- Get related experience in area of interest through internships or part-time and summer jobs.
- Build competency in statistics and computer systems for operations management.

### MARKETING

#### Employers

- Corporations
- Nonprofit organizations
- Product and service organizations
- Manufacturers
- Financial companies
- Print and electronic media
- Retail industry
- Consulting firms
- Advertising agencies
- P.R. firms

#### Strategies

- Obtain sales experience through jobs, courses and internships.
- Develop excellent communication and interpersonal skills. Demonstrate a high energy level.
- Get leadership experience.
- Obtain an M.B.A. for most brand management, consulting and research opportunities.

### QUICK TIPS

- Strong communication skills and good analytical skills are important to achieving success in this field.
- Teamwork is critical in business. To be successful, it is vital that you know how to be part of a team and how to work effectively with a wide variety of people.
- Gaining relevant experience through part-time and summer jobs or internships is useful in landing a full-time job after graduation.
- Many desirable skills in this field (leadership, management, communication) can be developed through participation in and leadership of student organizations.
- Networking is an important skill in building your career in business. Develop and utilize a personal network of contacts. Once in a position, find a mentor.
- Consider earning an MBA after gaining work experience to reach the highest levels of business management.

## CONTACT INFO

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