

TRANSFER GUIDE for the CLC Associate in Applied Science (AAS) Administrative Professional to COLUMBIA COLLEGE of Missouri's Bachelor of General Studies (BGS) with a Business Minor

EDUCATION PLAN

CLC DEGREE CONFERRED: ASSOCIATE in APPLIED SCIENCE (61 credit hours)

(NOTE: CCM transfer equivalencies in parentheses)

General Education Requirements (12 credit hours)

CMM 121	Fundamentals of Speech (COMM 110)	3.0
ENG 121	English Composition I (ENGL 107)	3.0
PSY 121	Introduction to Psychology (PSYC 101)	3.0
	Fine Arts/Humanities Elective	3.0

Core Requirements (49 credit hours)

AOS 111	Business Communication (MGMT 254)	3.0
AOS 112	Computer Basics Software (CISS 170)	3.0
AOS 113	Comprehensive Word Processing (CISS 144)	3.0
AOS 118	Advanced Word (ELEC 144)	3.0
AOS 122	Business Mathematics (MGMT 152)	3.0
AOS 172	Business English (ELEC 144)	3.0
AOS 178	Intermediate Keyboarding (ELEC 144)	3.0
AOS 214	Administrative Office Procedures (ELEC 144)	3.0
AOS 215	Presentation Software (CISS 144)	3.0
AOS 216	Integrative Office Projects (CISS 144)	3.0
AOS 237	Managerial Communication (MGMT 144)	3.0
	AOS Electives	6.0
ACC 121	Financial Accounting (ACCT 280)	4.0
BUS 121	Introduction to Business (MGMT 150)	3.0
CIT 111	Comprehensive Spreadsheets (CISS 175)	3.0

Total Credit Hours: 61.0

Additional CCM degree requirements that can be completed at CLC (20 credit hours).

ACC 122	Managerial Accounting (ACCT 281)	4.0
ECO 221	Principles of Macroeconomics (ECON 293)	3.0
ENG 122	English Composition II (ENGL 133W)	3.0
MTH 122	College Algebra (MATH 150)	3.0
	Or MTH 127 Finite Mathematics (MAT 170)	
	General Education Electives	6.0
	General Elective	1.0

CCM DEGREE CONFERRED: Bachelor of General Studies w/Business Minor (39 credit hours)

Business Minor Requirements (12 credit hours)

MGMT 338	International Business	3.0
MGMT 368W	Business Ethics	3.0
Upper Level Business Electives		6.0

Upper Level General Education Elective **3.0**

Upper Level General Electives **24.0**

Student must complete 39 hours of upper level credit for degree completion

For more information about this program, contact the Columbia College advisor at the Lake County office (847) 336-6333 or LakeCounty@ccis.edu

REVIEWS

This transfer plan is developed using the 2019-20 CLC Academic Catalog, the 2019-20 CCM Academic Catalog and the current General Articulation Agreement between the two institutions.

Approved by CLC: 2/28/20 (Cindy Sullivan)

Approved by CCM Business Department: 3/5/20 (Bryan Sappington)

Approved by CCM Registrar: 3/2/20 (Diane Hibbs)