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

The Business Administration Associates in Applied Science degree is designed to prepare students for entry level positions in various fields of business. Students have the option of taking specific courses (“tracks”) to concentrate in Management, Marketing or Entrepreneurship/Small Business. Additionally, four certificates are offered in Marketing, Retail Management, Supervision and Entrepreneurship/Small Business Management. These certificates provide students with concentrated course-work to develop skills needed for career advancement.

To complete an A.A.S., students must meet General Requirements detailed in the CLC catalog at www.clcillinois.edu/catalog (select Career Certificates).

BUSINESS ADMINISTRATION
(Associate in Applied Science) Plan 22BN

First Semester (Fall) .................................. 15-17
BUS 121 Introduction to Business .......... 3
* CIT 120 Introduction to Computers or
CIT 119 Introduction to Office Software ................. 3
CMM 121 Fundamentals of Speech .......... 3
ENG 121 English Composition I ............. 3
* MTH 122 College Algebra or
* MTH Elective (higher number than MTH 122) or
AOS 122 Business Mathematics .......... 3-5

Second Semester (Spring) ......................... 15-16
* ACC 121 Financial Accounting or
ACC 110 Accounting in Business .......... 2-4
BUS 122 Principles of Marketing .......... 3
BUS 221 Business Law I ...................... 3
ECO 221 Principles of Macroeconomics .. 3
HUM 127 Critical Thinking or
PHI 125 Introduction to Ethics .......... 3
General Elective (ONLY if taking ACC 110) ... 1-3

Third Semester (Fall) ............................. 15-16
* ACC 122 Managerial Accounting or
BUS 111 Fundamentals of Finance (Fall only) ........ 3-4
BUS 223 Principles of Management .......... 3
BUS, ACC or SCM Electives (select from any BUS, ACC or SCM course not already applied toward this degree) .......... 9

Fourth Semester (Spring) ....................... 15
BUS 237 Managerial Communication .......... 3
ECO 222 Principles of Microeconomics ...... 3
BUS, ACC or SCM Electives (select from any BUS, ACC or SCM course not already applied toward this degree) .......... 9

Total Hours for A.A.S. Degree .............. 60-66

General Business Electives (18 credits required):
Any BUS, up to 2 SCM courses, up to 2 additional ACC courses

Recommended course options to include in Elective requirement, based on area of interest:

<table>
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<tr>
<th>Management Track</th>
<th>Marketing Track</th>
<th>Entrepreneurship/Small Business Track</th>
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<tbody>
<tr>
<td>BUS 113</td>
<td>BUS 212</td>
<td>BUS 131</td>
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<tr>
<td>BUS 233</td>
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<td>BUS 215</td>
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Preferred courses for students planning to transfer to a 4 year institution.

There are prerequisites for MTH 122. If you do not meet those prerequisites, begin taking those classes this semester – use summer for the additional math class if needed.

Certain courses are only offered certain semesters. Please check the course scheduling guide listed on the web.

Degree Options

One Associate in Applied Science degree in Business is offered with three different areas of interest: Management, Marketing, and Entrepreneurship/Small Business Management. The A.A.S. degree is designed for students seeking specialized training in preparation for employment after leaving CLC. Although this program is not primarily designed to transfer to four-year colleges and universities, CLC has established articulation agreements with a number of colleges and universities that allow transfer of many of the CLC courses.

www.clcillinois.edu/programs/bus
Typical Jobs

Marketing Assistant
• Marketing Coordinator
• Commercial Marketing Specialist
• Marketing Assistant

Supervision
• Operations Supervisor
• General Manager
• Operations Coordinator
• Store Manager
• Production Foreman or Supervisor

Salary and Job Outlook

For the latest information, visit www.mynextmove.org or the Bureau of Labor Statistics online at www.bls.gov. Gainful employment data is available at www.clcillinois.edu/gainfulemployment.

Employers

Small and medium size businesses look for marketing associates, managers and supervisors. Large employers, such as Abbott, Baxter and Motorola, typically require a four-year degree. Many CLC graduates are already employed and are able to apply for higher level positions within their company with an A.A.S. degree.

Contact Info

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Getting Started

Visit www.clcillinois.edu/admission for steps on how to register.