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

TRANSFER DEGREE PROGRAM
BUSINESS ADMINISTRATION
(Associate in Arts) Plab 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 should meet with a counselor or advisor to determine courses at CLC which will also meet the transfer requirements. If a specific course is not recommended, please select from the appropriate category outlined in the general education requirements for the Associate in Arts degree on pages 54-55 of the 2016-17 catalog.

First Semester ........................................ 15-17
BUS 121 Introduction to Business .......... 3
MTH Elective .......................................... 3-5
ENG 121 English Composition I ............. 3
CIT 120 Introduction to Computers .......... 3
PSY 121 Introduction to Psychology ......... 3

Second Semester .................................... 15-19
ENG 122 English Composition II .......... 3
MTH Elective1 .......................................... 3-5
ECO 221 Principles of Macroeconomics .... 3
Physical Science2 ................................... 3-5
PHI 122 Logic ......................................... 3

Summer Session .................................. 3-5
MTH1 Elective ........................................ 3-5

Third Semester ................................... 16-18
ACC 121 Financial Accounting ............. 4
BUS 221 Business Law I ...................... 3
ECO 222 Principles of Microeconomics .... 3
MTH Elective1 ........................................ 3-5
Elective2 ............................................. 3

Fourth Semester ................................ 16-17
ACC 122 Managerial Accounting .......... 4
CMM 121 Fundamentals of Speech ....... 3
Life Science .......................................... 3-4
HUM 121 Introduction to Humanities I .... 3
Humanities or Fine Arts Elective .......... 3

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

1 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 year 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 (Elementary 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.

2 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 122, BUS 223, BUS 132, BUS 237 or an additional math course.

Getting Started
If you satisfy the Program Entrance Requirements, visit www.clcillinois.edu/admission for steps on how to register.

Transfer Schools
• DePaul University
• Illinois State University
• Northern Illinois University
• University of Illinois at Chicago
• University of Wisconsin-Parkside

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.

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.

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
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.

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.

Career Path

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

Contact Info

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