

**Business Division**  
**TRANSFER DEGREES PROGRAM GUIDELINES**  
*AA Degree 13AB – Area of Concentration: Accounting*  
*AA Degree 13AB – Area of Concentration: Business Administration*

**AREA OF CONCENTRATION:  
ACCOUNTING**

**AREA OF CONCENTRATION:  
BUSINESS ADMINISTRATION**

**I. College Requirements<sup>^</sup>**

**II. General Education Requirements .....37**

**A. Communication Arts .....9**

    CMM 121 Fundamentals of Speech .....3

    ⊗ ENG 121 English Composition I .....3

    ⊗ ENG 122 English Composition II **or**

    ⊗ ENG 126 Advanced Composition: Scientific  
        and Technical Composition .....3

**B. Social Sciences.....9**

    Recommended Courses:

    ECO 221 Principles of Macroeconomics .....3

    ECO 222 Principles of Microeconomics .....3

    Social Science Elective\* .....3

**C. Physical and Life Sciences .....7**

    Physical or Life Science with Lab Elective\* .....4

    Physical or Life Science without Lab Elective\* .....3

**D. Mathematics .....3**

    # MTH Elective\* .....3

**E. Humanities and Fine Arts .....9**

    Recommended Courses:

    HUM 127 Critical Thinking **or**

    PHI 122 Logic .....3

    PHI 125 Introduction to Ethics .....3

    Fine Arts Elective\* .....3

**I. College Requirements<sup>^</sup>**

**II. General Education Requirements .....37**

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**B. Social Sciences.....9**

    Recommended Courses:

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    Social Science Elective\* .....3

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    Physical or Life Science with Lab Elective\* .....4

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**D. Mathematics .....3**

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**E. Humanities and Fine Arts .....9**

    Recommended Courses:

    HUM 127 Critical Thinking **or**

    PHI 122 Logic .....3

    PHI 125 Introduction to Ethics .....3

    Fine Arts Elective\* .....3

**III. International/Multicultural Requirement (I/M)**  
 Select one course from the I/M list on page 49. This course can fulfill both the I/M requirement and a Social Science, Humanities, Fine Arts or Elective requirement. A BA degree at many four-year colleges may require college-level foreign language.

**III. International/Multicultural Requirement (I/M)**  
 Select one course from the I/M list on page 49. This course can fulfill both the I/M requirement and a Social Science, Humanities, Fine Arts or Elective requirement. A BA degree at many four-year colleges may require college-level foreign language.

**IV. Area of Concentration/Elective Requirements .....23**

    Recommended Courses:

    ACC 121 Financial Accounting .....4

    ACC 122 Managerial Accounting .....4

    BUS 121 Introduction to Business .....3

    BUS 221 Business Law I .....3

    CIT 120 Introduction to Computers .....3

    Additional Electives as Needed .....6

**IV. Area of Concentration/Elective Requirements .....23**

    Recommended Courses:

    ACC 121 Financial Accounting .....4

    ACC 122 Managerial Accounting .....4

    BUS 121 Introduction to Business .....3

    BUS 221 Business Law I .....3

    CIT 120 Introduction to Computers .....3

    Additional Electives as Needed .....6

For more information on recommended courses or program specific advising, contact the following faculty or the Business Division at (847) 543-2041:

Jay Chittal                      Patrick Stegman      Jeffrey Varblow  
 Mary Zenner

For more information on recommended courses or program specific advising, contact the following faculty or the Business Division at (847) 543-2041:

Robert Dodd                      Kent Donewald  
 Venkat Krishnamurthy      Lori Oriatti              Lawson Pride

Courses listed are **recommended** for students who have not decided upon a specific four-year college or university in which to transfer. Students are **strongly encouraged** to meet with a counselor or advisor to identify coursework that will meet both CLC and transfer requirements.  
<sup>^</sup> See page 49 for College Requirements / ⊗ A grade of C or better is required for all English course requirements. / \* See pages 52-61 for Course Selections  
 # Most Illinois universities and colleges require MTH 222 and MTH 145 or 224. In addition, some require completion of MTH 127. (MTH 122 is a prerequisite for MTH 224). Please see a counselor in the Counseling, Advising and Transfer Center for more information on math course selection for transfer.

**BUSINESS MANAGEMENT**

**Business Division, Room T102, (847) 543-2041**

These programs are designed for students interested in entry and middle level management positions. They use the umbrella concept with a common core of 39 semester hours. The Associate in Applied Science degree and/or certificate options are available in Marketing and Supervision.

To complete an AAS, students must meet the General Requirements on page 93. In addition, students should select General Education electives (\*) from those listed on page 94. All course prerequisites must be met.

**MARKETING**

**(Associate in Applied Science) Plan 22BC**

**Required General Education Coursework .....15**

|         |                                     |     |
|---------|-------------------------------------|-----|
| AOS 122 | Business Mathematics <i>or</i>      |     |
| MTH 122 | College Algebra <i>or</i>           |     |
| MTH     | Elective (higher than MTH 122)..... | 3-4 |
| CMM 121 | Fundamentals of Speech.....         | 3   |
| ECO 221 | Principles of Macroeconomics .....  | 3   |
| ENG 121 | English Composition I .....         | 3   |
| HUM 127 | Critical Thinking <i>or</i>         |     |
| PHI 125 | Introduction to Ethics .....        | 3   |

**Required Business Management Coursework .....18-20**

|         |                                       |     |
|---------|---------------------------------------|-----|
| ACC 112 | Accounting Procedures I <i>or</i>     |     |
| ACC 121 | Financial Accounting .....            | 3-4 |
| ACC 122 | Managerial Accounting <i>or</i>       |     |
| BUS 111 | Fundamentals of Finance .....         | 3-4 |
| BUS 121 | Introduction to Business.....         | 3   |
| BUS 221 | Business Law I .....                  | 3   |
| BUS 223 | Principles of Management .....        | 3   |
| CIT 120 | Introduction to Computers <i>or</i>   |     |
| CIT 119 | Introduction to Office Software ..... | 3   |

**Required Marketing Coursework .....21**

|         |  |   |
|---------|--|---|
| BUS 122 | Principles of Marketing .....            | 3 |
| BUS 212 | Business to Business Marketing.....      | 3 |
| BUS 213 | Principles of Professional Selling ..... | 3 |
| BUS 214 | Advertising .....                        | 3 |
| BUS 237 | Managerial Communication .....           | 3 |
| BUS 238 | Principles of Project Management .....   | 3 |
|         | Marketing Electives (see list).....      | 3 |

**Additional Required Coursework .....6**

|         |  |   |
|---------|--|---|
| AOS 111 | Business Communication <i>or</i>                                       |   |
| ENG 126 | Advanced Composition: Scientific and<br>Technical Communications ..... | 3 |
| ECO 222 | Principles of Microeconomics .....                                     | 3 |

**Total Hours Required for AAS Degree .....60-63**

**Marketing Electives**

Select 3 hours from the list below:  
Electives from ACC, AOS, BUS, CIT, EWE 220  
(4 credit hour limit) or PSY

**SUPERVISION**

**(Associate in Applied Science) Plan 22BD**

**Required General Education Coursework .....15**

|         |                                     |     |
|---------|-------------------------------------|-----|
| AOS 122 | Business Mathematics <i>or</i>      |     |
| MTH 122 | College Algebra <i>or</i>           |     |
| MTH     | Elective (higher than MTH 122)..... | 3-4 |
| CMM 121 | Fundamentals of Speech.....         | 3   |
| ECO 221 | Principles of Macroeconomics .....  | 3   |
| ENG 121 | English Composition I .....         | 3   |
| HUM 127 | Critical Thinking <i>or</i>         |     |
| PHI 125 | Introduction to Ethics .....        | 3   |

**Required Business Management Coursework .....18-20**

|         |   |     |
|---------|---|-----|
| ACC 112 | Accounting Procedures I <i>or</i>         |     |
| ACC 121 | Financial Accounting .....                | 3-4 |
| ACC 122 | Managerial Accounting <i>or</i>           |     |
| BUS 111 | Fundamentals of Finance .....             | 3-4 |
| BUS 121 | Introduction to Business.....             | 3   |
| BUS 221 | Business Law I .....                      | 3   |
| BUS 223 | Principles of Management .....            | 3   |
| CIT 119 | Introduction to Office Software <i>or</i> |     |
| CIT 120 | Introduction to Computers .....           | 3   |

**Required Supervision Coursework .....21**

|         |  |   |
|---------|--|---|
| BUS 113 | Human Resource Management .....        | 3 |
| BUS 115 | Elements of Supervision.....           | 3 |
| BUS 215 | Operations Management.....             | 3 |
| BUS 237 | Managerial Communication .....         | 3 |
| BUS 238 | Principles of Project Management ..... | 3 |
|         | Supervision Electives (see list) ..... | 6 |

**Additional Required Coursework .....6**

|         |  |   |
|---------|--|---|
| AOS 111 | Business Communication <i>or</i>                                       |   |
| ENG 126 | Advanced Composition: Scientific and<br>Technical Communications ..... | 3 |
| ECO 222 | Principles of Microeconomics .....                                     | 3 |

**Total Hours Required for AAS Degree .....60-63**

**Supervision Electives**

Select 6 hours from the list below:  
Electives from ACC, AOS, BUS, CIT, EWE 220  
(4 credit hour limit) or PSY

## Associate in Applied Science and Career Certificates

### MARKETING (Certificate) Plan 22BG

The Marketing certificate prepares students for marketing positions such as sales, promotion, and marketing management.

|         |  |   |
|---------|--|---|
| AOS 111 | Business Communication .....             | 3 |
| BUS 121 | Introduction to Business.....            | 3 |
| BUS 122 | Principles of Marketing .....            | 3 |
| BUS 212 | Business to Business Marketing.....      | 3 |
| BUS 213 | Principles of Professional Selling ..... | 3 |
| BUS 214 | Advertising .....                        | 3 |
| BUS 223 | Principles of Management .....           | 3 |
| BUS 237 | Managerial Communication .....           | 3 |

**Total Hours for Certificate.....24**

### SUPERVISION (Certificate) Plan 22BK

The Supervision certificate prepares students for various areas of management which require skills in communication, interpersonal relations, and general business operations.

|         |  |   |
|---------|--|---|
| AOS 111 | Business Communication .....           | 3 |
| BUS 113 | Human Resource Management .....        | 3 |
| BUS 115 | Elements of Supervision.....           | 3 |
| BUS 121 | Introduction to Business.....          | 3 |
| BUS 215 | Operations Management.....             | 3 |
| BUS 223 | Principles of Management .....         | 3 |
| BUS 237 | Managerial Communication .....         | 3 |
| BUS 238 | Principles of Project Management ..... | 3 |

**Total Hours for Certificate.....24**

### SMALL BUSINESS MANAGEMENT (Certificate) Plan 22BE

The Small Business Management certificate provides the student with the skills and knowledge needed to start and operate a small business.

|         |  |     |
|---------|--|-----|
| ACC 112 | Accounting Procedures <i>or</i>                          |     |
| ACC 121 | Financial Accounting .....                               | 3-4 |
| BUS 121 | Introduction to Business.....                            | 3   |
| BUS 122 | Principles of Marketing .....                            | 3   |
| BUS 131 | Entrepreneurship.....                                    | 3   |
| BUS 219 | Small Business Management .....                          | 3   |
| BUS 290 | Business Plan Development .....                          | 3   |
|         | Small Business Management<br>Electives (see list ) ..... | 3   |

**Total Hours for Certificate .....21-22**

#### Small Business Electives

Select three hours from the list below:

|         |  |   |
|---------|--|---|
| AOS 122 | Business Mathematics .....   | 3 |
| BUS 113 | Human Resource Management .....  | 3 |
| BUS 115 | Elements of Supervision.....   | 3 |
| BUS 119 | Personal Finance.....  | 3 |
| BUS 213 | Principles of Professional Selling .....                               | 3 |
| BUS 214 | Advertising .....  | 3 |
| BUS 221 | Business Law I .....   | 3 |
| BUS 223 | Principles of Management .....   | 3 |
| BUS 237 | Managerial Communication .....   | 3 |
| BUS 238 | Principles of Project Management .....                                 | 3 |
| CIT 119 | Introduction to Office Software .....                                  | 3 |
|         | Any career course(s) approved by the<br>Business Management Chair..... | 3 |

For more information on recommended courses or program specific advising, contact the following faculty members or the Business division at (847) 543-2041:

Kent Donewald                      Robert Dodd  
Venkat Krishnamurthy      Lori Oriatti                      Lawson Pride