

Columbia College of Missouri
McHenry County College Transfer Guide
Bachelor of Science or Bachelor of Arts in Business Administration
(2011-2012 catalog)

Columbia College of Missouri

Adult Higher Education
446 N. Rt. 31
Crystal Lake, IL 60012

Phone: 815-477-5440
Website: <http://www.ccis.edu>

Contact Person: Kim Ryza, Academic Advisor; Melissa King, Enrollment Advisor; Erica Poremba, Assistant Director; Debra Hartman, Director

Transfer guides are produced as a service to MCC students. Every effort is made to maintain up-to-date and accurate information; however, this information is subject to change. Such changes take precedence over the information on this guide. **Students should work with an MCC advisor and a Columbia College of Missouri Advisor.** Responsibility for complying with all applicable requirements ultimately rests with the student.

Transfer Policy and General Education Requirements

- A McHenry County College **AA, AS or AFA** degree will be accepted in transfer as fulfilling Columbia College Missouri general education requirements.
- Alternate Associate Transfer Policy (33 hour rule)
A McHenry County College **AGE or AAS** degree will be accepted in transfer as fulfilling Columbia College Missouri general education requirements, if the following are included:
 - At least 33 semester hours of Columbia College Missouri approved general education coursework (**See backside of this sheet**)
 - ENG151 and ENG152 with at least a grade of "C" or better

If the AGE or the AAS degree is completed before entering Columbia College and it does not include Columbia's required general education courses, the additional general education courses can be completed through MCC, Columbia, or another accredited institution. Transfer courses accepted by MCC to satisfy specific AAS and AGE requirements will be re-evaluated by Columbia. For example, a transfer course that MCC accepts to satisfy ENG151 does not automatically satisfy Columbia's Composition I.

Additional Information

- **B.S. in Business Administration**
 - Select one of the following majors: Accounting, Financial Services, Human Resource, International Business, Management, or Marketing
 - Complete 42 semester hours in Core Course Requirements (must earn a grade of 'C' or better)
 - Complete 18 semester hours in selected major
 - Complete an additional 3 semester hours in business-related coursework
 - Can transfer up to 48 of the 60 hours of Core Course Requirements and major-related courses
 - Core Course Requirements and major-related course requirements are listed on the following pages
- **BA in Business Administration**
 - Students have two options:
 - **Option 1:** 18 semester hour minor in a non-business related field
 - Complete 42 semester hours in Core Course Requirements (can transfer up to 27 semester hours) **See backside of this sheet.**
 - Select 18 semester hour minor – consult with Columbia College Missouri advisor
 - **Option 2:** Select one of the following majors: Accounting, Financial Services, Human Resource, International Business, Management, or Marketing
 - Complete 42 semester hours in Core Course Requirements
 - Complete 18 semester hours in selected major
 - Can transfer up to 48 of the 60 hours of Core Course Requirements and major-related courses
 - Core Course Requirements and major-related course requirements are listed on the following pages
 - **Foreign Language requirement** – 6 semester hours of the first two levels of a single foreign language **or** the equivalent **or** 6 semester hours/2 courses in Foreign Culture & Society. **See last page of this guide for detailed foreign language requirement options.**

For students who choose a business-related major rather than a minor, Columbia College Missouri recommends the BS degree.

- A 3-semester hour Multicultural course is a bachelor’s degree requirement. Following are MCC courses satisfying the requirement: ANT151; ART171; ECO150, 252; ENG271, 272, 253, 254; FRE151, 152; GEG101; GER151, 152; HUM150; IBS115; MKT264; PHI,160; PLT251; SOC101, 151, 260; SPA151, 152; THE151 (Depending on the course, it also may satisfy a general education or a major requirement.)
- A minimum of 120 semester hours is required to earn a bachelor’s degree.
- A total of 81 semester hours of lower-level (100 & 200 level) courses, with a grade of “C” or better and from accredited schools, may be accepted for transfer.
- A total of 39 semester hours must be upper-level (300 & 400 level) courses completed through accredited baccalaureate granting schools.
 - 15 semester hours may be accepted in transfer from accredited baccalaureate granting schools (with a grade of “C” or better).
 - 24 semester hours must be completed through Columbia College Missouri.
- No more than 60 semester hours will be granted for military rating or occupational specialty, challenge examinations (AP, CLEP, & DANTES), or any other source of alternate credits.
- A single course may be used to satisfy both general education and major-related requirement. For example, Macroeconomics can satisfy both a Core Course Requirement and a General Education requirement.

Alternate Associate Transfer Policy (33 hour rule)

This policy applies to students who complete an AAS or an AGE degree. Courses from the following outline can be used to satisfy Columbia’s “33 hour rule” general education requirements.

Please Note: 15 semester hours must be selected from specific general education areas. The additional 18 semester hours must be selected from courses listed under **Basic Skills, Arts & Humanities, Social & Behavioral Sciences, and/or Natural Sciences & Math.**

Columbia College of Missouri	MCC Equivalent
Basic Skills: 6 semester hours ENGL111 ENGL112	ENG151 (<i>grade of “C” or better</i>) - Required ENG152 (<i>grade of “C” or better</i>) - Required SPE 151, CIS 110
Arts & Humanities: A minimum of 3 semester hours are required	ART151, 155, 165, 171, 172, 173, 175; ENG, 240, 250, 251, 252, 253, 254, 255, 256, 260, 261, 270, 271, 272, 275, 276; Foreign Languages; HUM150, 290; LAS290; MUS151, 153, 154, 171, 172; PHI151, 155, 158, 160, 240, 251, 255, 261, 262, 290; SPE155; THE151
Social & Behavioral Sciences: A minimum of 3 semester hours are required	Any 100 or 200 level course from the following departments: Anthropology, Economics, Geography, Journalism, Political Science, Psychology, Sociology, HIS130, 131, 132, 170
Natural Sciences & Math: A minimum of 3 semester hours are required	BIO110, 157, 158, 130; CHM115, 164, 165; EAS170, 171, 180, 185; GEG220: GEL101, 103; MAT120, 161, 165, 170, 175, 220; PHY280, 281, 291, 292
Total: 33 semester hours required	

Core Course Requirements

The following courses are required for both the BS and the BA in Business Administration

Columbia College of Missouri A grade of ‘C’ or better is required for all Core Courses	MCC Equivalent * Course will transfer to Columbia College as a LOWER LEVEL course
Core Course Requirements: 42 semester hours (Each of the following Columbia courses is 3 credits.) ACCT280 Accounting I ACCT281 Accounting II ECON293 Macroeconomics ECON294 Microeconomics MGMT254 Business Communications MGMT265 Business Law I MGMT330 Principles of Management MGMT338 International Business MGMT368 Business Ethics MGMT393 Management Information Systems MGMT479 Strategic Mgmt (culminating experience course for all students receiving a Bus.Admin. degree) MKTG310 Principles of Marketing FINC350 Business Finance MATH250 Statistics I or PSYC324 Statistics for the Behavioral Sciences	ACC151 Financial Accounting ACC152 Managerial Accounting ECO252 Macroeconomics ECO251 Microeconomics ENG105 Tech Communications or BUS155 Bus English BUS240 Commercial Law *MGT150 Principles of Management *IBS115 Introduction to International Business No equivalent No equivalent Must be taken at Columbia College *MKT110 Principles of Marketing *ACC245 Principles of Finance MAT120 Gen. Ed. Statistics or MAT220 Statistics or No equivalent

Please Note: Many courses listed on this guide have prerequisites. For example, if FINC350, Business Finance, is taken through Columbia College Missouri, College Algebra is a prerequisite. Please refer to catalogs from Columbia College Missouri and McHenry County College.

Bachelor of Science or Bachelor of Arts in Business Administration Majors in Accounting, Financial Services, Human Resource, International Business, Management, or Marketing

BS

Following are lists of major requirements and MCC equivalents.

- **For the BS degree**, in addition to the 18 semester hours of major-related courses listed below, an additional 3 semester hours of business-related coursework are required (select with assistance from Columbia College Missouri advisor). Of these 21 semester hours, 9 must be upper-level (300-400) and must be taken at Columbia College. A maximum of 48 semester hours of the Core Course Requirements and major-related courses can be transferred.
- **For the BA degree with business-related major**, 18 semester hours of major-related courses listed below must be completed. A maximum of 48 semester hours of the Core Course Requirements and major-related courses can be transferred. BA degree includes a foreign language requirement. See the last page of this guide for details.
- Remember that **39 of the 120 semester hours of degree requirements must be upper-level coursework and must be completed through accredited baccalaureate granting schools.** Upper-level coursework is numbered in the 300 and 400 range. Many MCC courses noted below are equivalent to 300 and 400-level courses at Columbia. **If courses are taken through MCC, they will transfer as lower-level courses and will not count toward the required 39 semester hours of upper-level coursework.**

It is extremely important to work with a Columbia College Missouri advisor when selecting courses for the bachelor's degree.

Columbia College of Missouri		MCC Equivalents	
Columbia College Missouri Requirement	McHenry County College Course Equivalents	Columbia College Missouri Requirement	McHenry County College Course Equivalents
<u>Accounting Major</u> Required Courses (9 SH) ACCT382 Inter Actng I *ACC250 Inter Actng I ACCT383 Inter Acting II *ACC251 Inter Actng II ACCT386 Man & Cost Actng *ACC236 Cost Accounting Accounting Electives (9 SH) ACCT381 Fed Inc Tax-Individuals *ACC237 Income Tax Acctg ACCT384 Inter Actng III No equivalent ACCT385 Acting Info Systems *ACC220 Computer Appl/Acctg ACCT481 Fed Inc Tax-Corp *ACC238 Income Tax-Advanced ACCT485 Fund & Gov Actng No equivalent ACCT488 Adv Fin Actng No equivalent ACCT489 Auditing I No equivalent ACCT490 Auditing II No equivalent FINC396 Corporate Finance No equivalent		<u>Financial Services Major</u> Required Courses (9 SH) FINC354 Investments No equivalent FINC395 Fin Markets & Inst No equivalent FINC498 Comp Finl Planning No equivalent Financial Services Electives (9 SH) FINC295 Risk & Finance No equivalent FINC298 Personal Finance No equivalent FINC396 Corporate Finance No equivalent FINC397 Principles of Real Estate No equivalent FINC433 Current Issues/Benft Plan No equivalent FINC495 International Finance No equivalent FINC496 Financial Management No equivalent ACCT381 Fed Inc Tax-Individual *ACC237 Inc Tax Acctng ACCT386 Managerial & Cost Actng *ACC236 Cost Acctng FINC499 Internship in Business No equivalent	
<u>International Business Major</u> Required Courses 12 SH) MGMT338 International Bus *IBS115 International Business MGMT339 Cross Cultural Mgmt No equivalent MKTG410 Global Marketing *MKT264 Int'l Mktg FINC495 International Finance No equivalent Int'l Business Electives (6 SH) COMM303 Intercultural Comm No equivalent POSC292 International Relations PLT251 International Relations POSC321 Politics of Dev Nations No equivalent POSC322 Intern'l Law & Org No equivalent POSC360 US Foreign Policy No equivalent		<u>Human Resources Management Major</u> Required Mgmt Courses (12 SH) MGMT361 Hum Res Mgt *MGT210 Human Res Mgt MGMT362 Org Behavior No equivalent MGMT364 Workforce Planning/Emp No equivalent MGMT365 Comp & Benefit Systems No equivalent Human Resource Electives (6 SH) COMM303 Intercultural Comm No equivalent MGMT339 Cross Cultural Mgt No equivalent MGMT360 Organizational Theory No equivalent MGMT367 Business Law II *BUS241 Legal Env of Bus MGMT375 Labor Relations *IMT125 Prin/Per&Ind Rel MGMT430 Management Science No equivalent MGMT461 Human Resource Dev No equivalent POSC326 Internat'l Law & Org No equivalent PSYC336 Industrial/Org Psych No equivalent PSYC360 Social Psychology *PSY265 Social Psychology	

* Course will transfer to Columbia College as a LOWER LEVEL course
See backside of sheet for Management and Marketing requirements

Columbia College of Missouri		MCC Equivalents	
Columbia College Missouri Requirement	MCC Course Equivalents	Columbia College Missouri Requirement	MCC Course Equivalents
Management Major Required Management Courses (9 SH) MGMT339 Cross Cultural Mgt No equivalent MGMT361 Human Res Mgt *MGT210 Human Res Mgt MGMT362 Org Behavior No equivalent Management Electives (9 SH) Select courses with a MGMT prefix or MCC equivalent. At least 3 hours must be 300 or 400 upper level. A maximum of 6 semester hours may be taken from the following courses: MGT205, MGT230		Marketing Major Required Marketing Courses (9 SH) MKTG331 Consumer Behavior No equivalent MKTG441 Marketing Research No equivalent MKTG478 Marketing Management No equivalent Marketing Elective Courses (9 SH) MKTG327 Retail Mgt&Strategies *MKT140 Princ/Retailing MKTG332 Public Relations No equivalent MKTG335 Adv & Sales Promotion *MKT120 Princ of Adv MKTG352 Pers Selling&Sales Mgt *MKT130 Prof Selling MKTG360 E-Marketing No equivalent MKTG410 Global Marketing *MKT264 Int'l Marketing MKTG399/499 Internship No equivalent	

* Course will transfer to Columbia College as a LOWER LEVEL course

Ways to Meet the Foreign Language Requirement for the BA Degree

- College Coursework**
 Complete Columbia College Missouri's first two levels of a single foreign language (101 and 102) with a grade of C or better. Complete the equivalent language courses at another accredited institution.
- High School Foreign Language**
 Grade of C or better in 8 semesters of a language in High School – both courses waived
 Grade of C or better in 4 semesters of a language in HS - one course waived
- SAT II: Subject Test for Foreign Language**
 Test date before 5/95 requires a score of at least 550 – both courses waived
 Test date 5/95 or later requires a score of at least 590 – both courses waived
- AP Exam**
 Score of 3 - credit granted for one course (3 hours)
 Score of 4 or higher - credit granted for both courses (6 hours)
- CLEP Foreign Language Exam**
 Score equal to or greater than level 1 –credit granted for both courses (6 hours)
- International HS/TOEFL Score**
 Graduation from a HS where the native language is NOT English and a score of 230 or above on the TOEFL (Test of English as a Foreign Language) and a 4.5 on the TOEFL essay – both courses waived.
- American Sign Language**
 Completion of 6 semester hours of American Sign Language at an accredited institution of higher learning from which CC accepts credit – credit granted for both courses (6 hours).
- Defense Language Institute**
 Completion of equivalent language courses – credit granted for one or both courses.
- Non-Traditional Credit**
 Completion of equivalent language courses – credit granted for one or both courses.
- Foreign Culture & Society Coursework**
 The foreign language requirement can be met through one of the options listed above **OR** by completing 6 semester hours/2 courses in Foreign Culture & Society. At this time, MCC has no equivalent coursework.

My MCC Education Plan

Term _____ _____ _____ _____ _____	Term _____ _____ _____ _____ _____	Term _____ _____ _____ _____ _____
Term _____ _____ _____ _____ _____	Term _____ _____ _____ _____ _____	Term _____ _____ _____ _____ _____