

COLUMBIA COLLEGE OF MISSOURI
TRANSFER GUIDE
AAS in Manufacturing Management
to
BS in Business Administration
(2017-2018 Catalog)

Columbia College of Missouri

Adult Higher Education
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Crystal Lake, IL 60012

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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 the four-year transfer school. Responsibility for complying with all applicable requirements ultimately rests with the student.

The Business Administration degree prepares students for entry-level positions, for graduate study or to obtain professional placement in their chosen fields. Columbia College Missouri is accredited by The Higher Learning Commission and a member of the North Central Association.

Application and Admission

- **Application and admission** – For detailed information, please review the following website: <http://www.ccis.edu/nationwide/crystallake/admissions.aspx>
Application deadline: Columbia College Missouri uses a rolling admission. Applications are accepted any time of the year for this program. Each session is eight weeks in length.

Additional Information

- **GPA calculation for admission** - Columbia has open admission. Admission is not based on GPA.
- **Maximum hours from a community college and grade requirement** - 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. The degree requires at least 39 semester hours of upper-level (300 & 400 level) courses completed through accredited baccalaureate granting schools. If an MCC course is articulated to a 300 or 400 level course at Columbia, the course will not count toward the 39 semester hours of upper-level coursework. A minimum of 30 credits must be completed through Columbia.
- **Class format** – Six sessions of eight-week classes that meet once a week. Sessions begin in January, March, April, June, August, and October (see chart on last page for session dates). Evening, Saturday, hybrid and online classes can be taken simultaneously.
- **Credit for prior learning** - A portfolio assessment program is available to students who have significant prior learning through career achievements, individual study, or volunteer work. It is possible to earn a maximum of 15 credits. 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.
- **Tuition:** \$265/credit - in classroom; \$305/credit online (active military students \$250/credit): <http://www.ccis.edu/nationwide/crystallake/admissions/fees.aspx>
- **A2B Program (Associate to Bachelor Program)** – By participating in the A2B program, you will receive a **four-year degree plan** from Columbia College Missouri and your Columbia **catalog year will be locked in**. This means the degree plan you are using when you sign up to participate will be the same as when you transfer to Columbia. For more details, go to this website: <https://www.ccis.edu/programs/a2b.aspx>.

Education Plan – AAS in Manufacturing Management to BS in Business Administration

Minimum grade of C required

General Education	Credits	MCC
Communications 2 courses	6	_____ ENG 151 Composition I _____ ENG152 Composition II _____ SPE 151 Intro to Speech Recommended: ENG151 & ENG152 (Columbia requirements)
Humanities & Fine Arts 1 course	3	_____ <i>Humanities or Fine Arts</i> ART150, 151, 155, 165, 171, 172, 173, 175; ENG, 240, 250, 251, 252, 253, 254, 255, 256, 260, 261, 270, 271, 272, 275, 276; Foreign Languages; LAS290; MUS151, 153, 154, 171, 172; PHI151, 155, 158, 160, 240, 251, 255, 261, 262, 290; SPE155, 251; THE151 Recommended: PHI251 (satisfies Columbia ethics course requirement)
Math, Physical or Life Science 1 course	3	_____ <i>Math, Physical or Life Science</i> BIO110, 157, 158, 130; CHM115, 164, 165; EAS170, 171, 180, 185; GEG220; GEL101, 103; MAT120, 150, 161, 165, 170, 175; PHY280, 281, 291, 292 Recommended: MAT161 (prerequisite for Columbia required major-related course)
Social & Behavioral Sciences	3	_____ Social & Behavioral Sciences Any 100 or 200 level course from the following departments: Anthropology; Economics; Geography; Journalism; Political Science, Psychology; Sociology; HIS130, 131, 132, 170, 172 Recommended: ECO251 (Columbia College major-related requirement)
Total MCC Gen. Ed. Credits	15	
Business Core	39	_____ (3) IMT 102 Manufacturing Processes _____ (3) IMT 103 Materials of Industry _____ (3) IMT 104 Blueprint Rdg for Mfg _____ (3) IMT110 Supervisory Responsibility _____ (3) IMT 112 Training the Trainer _____ (3) IMT 116 Industrial Safety Mgmt _____ (3) IMT 117 Supply Chain Mgmt _____ (3) IMT 121 Quality Practices & Mgmt _____ (3) IMT 135 Maintenance Mgmt _____ (3) IMT 210 Continuous Improvement _____ (3) IMT 215 Supply Chain Mgmt _____ (3) IMT 261 Tech Portfolio I _____ (3) IMT 262 Tech Portfolio II
Business Electives	9	_____ (3) CMD110 Computer Literacy _____ (3) MGT 150 Principles of Mgmt _____ (3) Select from the following prefixes: AET IMT
Total Credits required	63	

Remaining Columbia College Missouri requirements that can be completed at MCC (24 cr)

SPE151 Introduction to Speech, or courses listed in the following areas in the chart above:	6 cr
Humanities/Fine Arts, Social & Behavioral Sciences, Math/Science	
ECO252 Macroeconomics	3 cr
ACC151 Financial Accounting	3 cr
ACC152 Management Accounting	3 cr
BUS150 Intro to Business	3 cr
BUS155 Business Communication	3 cr
BUS240 Commercial Law	3 cr

Complete the following courses through Columbia College Missouri (42 cr)

FINC298 Personal Finance Planning	3 cr
FINC350 Business Finance	3 cr
BIOL324 Statistics for the Behavioral & Natural Sciences	3 cr
MGMT338 International Business	3 cr
MGMT368 Business Ethics	3 cr
MGMT393 Business Information Systems	3 cr
MGMT430 Management Science	3 cr
MGMT479 Strategic Management	3 cr
MKTG310 Principles of Marketing	3 cr
Business Upper Level Electives (selected with Columbia advisor)	9 cr
Upper Level Electives (selected with Columbia advisors)	6 cr