

COLUMBIA COLLEGE OF MISSOURI

TRANSFER GUIDE

Associate in Arts (AA)

to

Bachelor of Arts (BA) or Bachelor of Science (BS) in Business Administration

(2018-2019 Catalog)

Columbia College of Missouri

Adult Higher Education
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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 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. Students may elect majors in accounting, entrepreneurship, finance, healthcare management, human resource management, international business, management, marketing, and sports management. Columbia College Missouri is accredited by The Higher Learning Commission and a member of the North Central Association

Transfer Options

- The information on this guide is designed for students who are completing MCC's AA degree. A McHenry County College AA degree will be accepted in transfer as fulfilling Columbia College Missouri general education requirements.
- **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>.

Admission

- **Application and admission** – For detailed information, please review the following website: <http://www.ccis.edu/nationwide/crystallake.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.
- **Tuition:** \$375/credit - in classroom and online. CC provides required books at no extra cost (active military students \$250/credit and CC provides a book grant for required books): www.myTruition.com.

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 a total of 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 7, March 4, April 29, June 24, August 27, and October 22. Evening, Saturday, hybrid, and online classes can be taken simultaneously.
- **Foreign Language Requirement – BS degree** - no foreign language requirement; **BA degree** – 6 semester hours of the first two levels of a single foreign language **or** the equivalent **or** 6 semester hours/2 courses in any Foreign Culture & Society. **See last page of this guide for detailed foreign language requirement options.**
- **Life Experience Credit** - 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.
- **Choosing between BA and BS degree**
 - Students in the BA or BS programs may select a business major(s) or minor(s)
 - Students in the BS program must take 21 semester hours of business electives.
 - Students in the BA program must satisfy a foreign language requirement and may select electives from a variety of disciplines.
 - **For students who wish to pursue a business-related graduate degree in the future, Columbia College Missouri recommends the BS degree.**

Education Plan

- The **bolded** courses satisfy business core requirements at Columbia.
- Please refer to MCC's AA degree planning sheet or catalog for approved IAI and Diversity & Multicultural Studies courses.
- Columbia College Missouri requires a grade of C or better for each course

MCC AA Degree Requirements

<u>MCC Courses</u>	<u>Credits</u>	<u>MCC Courses</u>	<u>Credits</u>
Communications		***Diversity & Multicultural Studies	
_____ ENG 151 Composition I (C or better)	3	Two 3-credit hour courses are required. Courses that fulfill this requirement may be used to fulfill credits in Humanities/Fine Arts, Social/Behavioral Sciences, or Electives. See current catalog for complete list of Diversity & Multicultural Studies course options and how they apply toward degree requirements.	
_____ ENG 152 Composition II (C or better)	3		
_____ SPE 151 Intro to Speech	3		
Humanities & Fine Arts		Electives	
_____ IAI Humanities (PHI 251 recommended)	3	Select from the following. The AA degree requires 60 total credits.	
_____ IAI Fine Arts	3	_____ MAT 161 College Algebra or MAT170 Finite Math*	3
_____ IAI Humanities or Fine Arts	3	_____ ACC 151 Financial Accounting	3
Physical and Life Sciences		_____ ACC 152 Management Accounting	3
(7 credits, 1 lab course)		_____ ENG 105 or BUS 155 Tech Comm or Bus English	3
_____ IAI Physical Science	3-4	_____ BUS 150 Intro to Business	3
_____ IAI Life Science	3-4	_____ BUS 241 Legal Environment of Business	3
Social & Behavioral Sciences		_____ MGT 150 Principles of Management**	3
_____ IAI Social & Behavioral Sciences course	3	_____ MKT 110 Principles of Marketing**	3
_____ ECO251 Microeconomics	3		
_____ ECO252⁴ Macroeconomics	3		
Mathematics			
_____ MAT120 General Education Statistics	3		
		TOTAL CREDITS	
		60 credits required for an MCC AS degree.	60

* MAT 161 or 170 and ACC152 are prerequisites for Columbia Business Finance requirement.

** Upper-level courses at Columbia. Columbia requires 39 credits of upper-level coursework taken through a 4-year institution. Work closely with Columbia College and MCC academic advisors when planning your electives.

***A 3-semester hour Multicultural course is a bachelor's degree requirement. Following are MCC courses satisfying the requirement. Courses in **bold** print also satisfy MCC's Diversity & Multicultural Studies requirement: **ANT 151; ART 150, 171; BUS 175; ECO 150, 252; ENG 272, 253, 254, 271, 272; FRE 151, 152; GEG 107; GER 151, 152; PHI 160; PLT 251; SOC 151, 175, 260; SPA 151, 152; THE 151**

Columbia College Missouri

Major-Related Course Requirements

For your reference, following are major-related course requirements for Columbia Collage Missouri. Always work with a Columbia College Missouri academic advisor when selecting coursework for Columbia’s BA or BS in Business Administration. Contact information is on the front page of this guide.

BA or BS in Business Administration

Majors in Accounting, Entrepreneurship, Health Care Management, Human Resource Management, Finance, International Business, Management, Marketing, Public Relations/Advertising, and Sports Management

Business 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 Equivalents
<p>Core Course Requirements: 51 semester hours</p> <p>ACCT 280 Accounting I ACCT 281 Accounting II ECON 293 Macroeconomics ECON 294 Microeconomics FINC 298 Personal Financial Planning FINC 350 Business Finance MATH 250 Statistics I or PSYC 324 Statistics for the Behavioral Sciences MGMT 150 Introduction to Business MGMT 254 Business Communications MGMT 265 Business Law I MGMT 330 Principles of Management MGMT 338 International Business MGMT 368 Business Ethics MGMT 393 Management Information Systems MGMT 430 Management Science MGMT 479 Strategic Mgmt MKTG 310 Principles of Marketing</p>	<p>* Course will transfer to Columbia College as a LOWER LEVEL course Courses in bold print are in MCC’s AAS in Business Management degree.</p> <p>ACC 151 Financial Accounting ACC 152 Managerial Accounting ECO 252 Macroeconomics ECO 251 Microeconomics No equivalent *ACC 245 Principles of Finance MAT 120 Gen. Ed. Statistics or MAT 220 Statistics or No equivalent (MAT 120 is recommended in the AAS degree) BUS 150 Introduction to Business ENG 105 Tech Communications or BUS 155 Bus English BUS 240 Commercial Law *MGT 150 Principles of Management *BUS 175 Introduction to International Business *BUS 235 Business Ethics No equivalent No equivalent No equivalent *MKT 110 Principles of Marketing</p>

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.

Major Requirements and MCC Equivalent Courses

- **For the BS degree**, in addition to the 18 semester hours of major-related courses listed on the following page, 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 27 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.**
- **Residency requirement:** Students must complete 30 credit hours with Columbia College Missouri.

Major Requirements and MCC Equivalent Courses (continued)

IT IS EXTREMELY IMPORTANT to work with a Columbia College Missouri advisor when selecting courses for the bachelor's degree.

Columbia Requirement	MCC Course Equivalents	Columbia Requirement	MCC Course Equivalents
Accounting Major Required Courses (9 SH) ACCT 382 Inter Actng I ACCT 383 Inter Acting II ACCT 386 Man & Cost Actng Accounting Electives (9 SH) ACCT 381 Fed Inc Tax-Individuals ACCT 384 Inter Actng III ACCT 385 Acting Info Systems ACCT 481 Fed Inc Tax-Corp ACCT 485 Fund & Gov Actng ACCT 488 Adv Fin Actng ACCT 489 Auditing I ACCT 490 Auditing II FINC 396 Corporate Finance	*ACC 250 Inter Actng I *ACC 251 Inter Actng II *ACC 236 Cost Accounting *ACC 237 Income Tax Acctg No equivalent *ACC 220 Comp Appl/Acctg *ACC 238 Income Tax-Adv No equivalent No equivalent No equivalent No equivalent No equivalent No equivalent No equivalent	Marketing Major Required Marketing Courses (9 SH) MKTG 331 Consumer Behavior MKTG 441 Marketing Research MKTG 478 Marketing Management Marketing Elective Courses (9 SH) MKTG 327 Retail Mgt&Strategies MKTG 332 Public Relations MKTG 335 Adv & Sales Promotion MKTG 352 Pers Selling&Sales Mgt MKTG 360 E-Marketing MKTG 370 Social Media MKTG 410 Global Marketing MKTG 480 Sports & Event Mktg MKTG 399/499 Internship	*MKT 225 Consumer Behavior No equivalent No equivalent *MKT 140 Princ/Retailing No equivalent *MKT 120 Princ of Adv *MKT 130 Prof Selling *MKT 155 E-Commerce No equivalent *MKT 264 Int'l Marketing No equivalent No equivalent
Human Resources Mgmt Major Required Mgmt Courses (12 SH) MGMT 361 Hum Res Mgt MGMT 362 Org Behavior MGMT 364 Workforce Plan/Emp MGMT 365 Comp & Benefit Sys Human Resource Electives (6 SH) COMM 303 Intercultural Comm MGMT 339 Cross Cultural Mgt MGMT 360 Organizational Theory MGMT 367 Business Law II MGMT 375 Labor Relations MGMT 461 Human Resource Dev POSC 326 Internat'l Law & Org PSYC 336 Industrial/Org Psych SOC/PSYC 360 Social Psychology	*MGT 210 Human Res Mgt No equivalent No equivalent No equivalent *SPE 151 Intercultrl Comm *MGT 225 Cross Cultrl Mgmt No equivalent No equivalent *IMT 125 Prin/Per&Ind Rel No equivalent No equivalent No equivalent *PSY 265 Social Psychology	Finance Major Required Courses (9 SH) FINC 354 Investments FINC 395 Fin Markets & Inst FINC 498 Comp Finl Planning Financial Services Electives (9 SH) ACC T 381 Fed Inc Tax-Individual ACCT 386 Managerial & Cost Actng FINC 295 Risk & Finance FINC 396 Corporate Finance FINC 397 Principles of Real Estate FINC 410 Sports Finance FINC 495 International Finance FINC 496 Financial Management FINC 499 Internship in Business	No equivalent No equivalent No equivalent *ACC 237 Inc Tax Acctng *ACC 236 Cost Acctng No equivalent No equivalent No equivalent No equivalent No equivalent No equivalent No equivalent No equivalent
International Business Major Required Courses (12 SH) MGMT 338 International Bus MGMT 339 Cross Cultural Mgmt MKTG 410 Global Marketing ECON/FINC 495 Intern'l Finance Int'l Business Electives (6 SH) COMM 303 Intercultural Comm POSC 292 International Relations POSC 321 Politics of Dev Nations POSC 326 Intern'l Law & Org POSC 360 US Foreign Policy	*BUS 175 Int'l Business *MGT 225 Cross Cultrl Mgmt *MKT 264 Int'l Mktg No equivalent SPE 151 Intercultrl Comm PLT 251 Int'l Relations No equivalent No equivalent No equivalent	Management Major Required Mgmt Courses (9 SH) MGMT 339 Cross Cultural Mgt MGMT 361 Human Res Mgt MGMT 362 Org Behavior Management Electives (9 SH) COMM 393 Org Communication MGMT/PADM/POSC 311 - Public Administration & Policy MGMT 360 Organizational Theory MGMT 363 Prod & Operations Mgmt MGMT 367 Business Law II 3 MGMT/HIST 371 History of Am Business	*MGT 225 Cross Cultrl Mgmt *MGT 210 Human Res Mgt No equivalent No equivalent No equivalent No equivalent No equivalent No equivalent No equivalent
Health Care Management Major Required Courses (18 SH) ECON 320 Healthcare Economics MGMT 340 Int to Hlthcare Mgmt MGMT 353 Legal & Ethical Aspects MGMT 360 Organizational Theory MGMT 361 Hum Resource Mgmt PHIL 460 Biomedical Ethics	No equivalent No equivalent No equivalent No equivalent *MGMT 210 Hum Res Mgmt *PHI 252 Bioethics	Entrepreneurship Major Required Courses (12 SH) FINC 361 Small Business Finance MGMT 341 Intro Entrepreneurship MGMT 361 Human Resource Mgmt MGMT 422 New Venture Creation Entrepreneurship Electives (6 SH) MKTG 327 Retail Mgmt & Strategies MKTG 335 Adv & Sales Promotion MKTG 352 Personal Selling & Sales Mgmt MKTG 360 E-Marketing MKTG 370 Social Media MKTG 478 Marketing Management	No equivalent No equivalent *MGT 210 Human Resource Mgmt No equivalent *MKT 140 Principles of Retailing *MKT 120 Principles of Advertising *MKT 130 Principles of Selling *MKT 155 E-Commerce No equivalent No equivalent

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

Major Requirements and MCC Equivalent Courses (continued)

Columbia Requirement	MCC Course Equivalents
Sports Management Major	
Required Courses (9 SH)	
FINC 410 Sports Finance	No equivalent
MKTG 370 Social Media	No equivalent
MKTG 480 Sports & Event MKTG	No equivalent
Sports Mgmt Electives (9 SH)	
BIOL 223 Anatomy	
BIOL 223L Anatomy Laboratory	BIOL 223/L + BIOL 326/L =
BIOL 326 Physiology	BIO 263 + BIO 264
BIOL 326L Physiology Laboratory	
EDUC 233 Topics	
MGMT 361 Human Resource Mgmt	*MG T210 Human Res Mgmt
MGMT 362 Organizational Behavior	No equivalent
MKTG 332 Public Relations	No equivalent
MKTG 335 Adv & Sales Promotion	MKT120 Principles of Adv
PHED 100 Integrative Fitness I	No equivalent
PHED 101 Integrative Fitness II	No equivalent
PHED 140 First Aid & CPR	HFE150 First Aid & CPR
PHED 150 Basic Care & Prevention of Athletic Injuries	No equivalent
	No equivalent
PHE 350 Advanced Care, Prev & Rehabilitation of Athletic Injuries & Illnesses	No equivalent
SOCI 230 Sports and Society	No equivalent
MGMT 399/499 Mgmt Internship	

* 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 530 or above on the TOEFL (Test of English as a Foreign Language-paper based) or a 72 on the TOEFL-ibt based, or a minimum IELTS score of 6, or successful completion of the EAP program – 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 any Foreign Culture & Society cultures. At this time, MCC has no equivalent coursework.