



**Oakton Community College**  
**Transfer Guide**  
**Bachelor of Science in General**  
**Business Administration**  
 Available at:  
 NEIU Main Campus (Chicago, IL)  
[www.neiu.edu/academics/college-of-business-and-management/](http://www.neiu.edu/academics/college-of-business-and-management/)

**General Business Administration Program Description**

The **General Business Administration major** offers a broad, interdisciplinary orientation to modern business theory and practice. It is especially helpful for those who may wish to start or work in a small or medium sized enterprise in which employees and managers are expected to exhibit a broad range of business competencies. General Business managers plan, organize, direct, control, and coordinate the operations of organizations, including its major departments or programs. They are found in nearly all work settings.

Option I is for students completing General Business as a second major. Option II is for students completing General Business as a primary major.

**Contact Information**

**Northeastern Illinois University Transfer Center:** Students who have questions about the program prior to admission may contact the Northeastern Illinois University Transfer Center at (773) 442-4076 or email [TransferSteps@neiu.edu](mailto:TransferSteps@neiu.edu).

**Northeastern Illinois University Admission Requirements**

- Students must have earned a minimum cumulative grade point average of 2.0 or higher for all college or university course work attempted. Students must be in good academic standing at the last college or university attended.
- Required documents are: application for admission, \$30 nonrefundable application fee, and official transcripts from all colleges and universities.
- Additional Admission requirements and application materials, including the option to apply online can be found at [www.neiu.edu/Transfer](http://www.neiu.edu/Transfer).
- Application deadlines are as follows:

		<i>International Applicants</i>
<b>Fall</b>	July 1	June 1
<b>Spring</b>	November 1	October 1
<b>Summer I</b>	April 1	March 1
<b>Summer II</b>	May 1	April 1

**Transfer Policies**

- Students with an AA degree from an Illinois Community College and/or completion of the IAI will have fulfilled Northeastern Illinois University’s general education requirements.
- A maximum of 64 semester hours may be transferred to Northeastern from a community college. In cases where both a community college and university were attended, a maximum of 90 semester hours are accepted, with a maximum of 64 semester hours allowed at the community college level.
- Additional information about transferring and transfer policies are available at [www.neiu.edu/Transfer](http://www.neiu.edu/Transfer).

## College of Business and Management Admission Requirements

You must meet the following required College of Business and Management admission standards in order to declare a major or minor and become eligible to enroll in 300-level upper division business courses:

- 1.) **Complete the General Education requirements.**
- 2.) **Complete Foundation Courses** with a grade point average of **2.50** or higher. A grade of “C” or higher is required in each Foundation Course.
- 3.) **Complete at least 60 total credit hours of course work** with a cumulative grade point average of **2.00** or higher. (The 60 credit hours include General Education and Foundation Courses.)
- 4.) **Apply for and be approved for admission to the College of Business and Management.**

## College of Business and Management Transfer Policies

- The College of Business and Management may evaluate business coursework for currency and may reject courses that are deemed to be dated (generally defined as six or more years old). These courses must be repeated.
- CBM generally accepts up to **24 transfer credits** for Foundation, Core, and major equivalent courses so long as the transferred course is at the same or higher level as its Northeastern equivalent. All transfer students must take a minimum of 10 business and management courses at Northeastern.
- CBM does not grant credit or other recognition for grades lower than "C," pass-fail courses, satisfactory grades ("S") or incompletes.

## Northeastern Illinois University Degree Requirements

- 1.) **General Education:** 36 credit hours (see requirements below)
- 2.) **English 101 or equivalent (grade of “C” or higher):** At Oakton, take EGL 101 - Composition I
- 3.) **Total Credits and Credit Levels:** A minimum of 120 semester hours must be earned by every undergraduate student to be eligible to graduate from Northeastern. **Students must complete a minimum of 40 semester hours at the 300 level to meet the Upper Division Requirement.**
- 4.) **Major Program:** Undergraduate students must declare and complete a major. Students must earn a grade of “C” or higher in all courses counted toward the major. No “P” grades will count toward a major.
- 5.) **Residency:** Must complete a minimum of 30 credit hours at Northeastern.
- 6.) **GPA:** Students must have a minimum cumulative 2.0 GPA (overall “C” average). Some academic programs and departments have other specific grade requirements.
- 7.) **Improving Human Relations:** The Improving Human Relations requirement may be met through the General Education program. Courses are available in both the Humanities and Social / Behavioral Sciences categories. You may choose a course that meets the Improving Human Relations requirement **and** Humanities or Social / Behavioral Sciences.
- 8.) **WIP (Writing Intensive Requirement):** Students must successfully complete a writing intensive course within their discipline. **This course must be completed at Northeastern.** Students completing the Bachelor of Science in General Business Administration fulfill this requirement by taking MNGT 370 – WIP: Managing Global Business Operations.

- 9.) **University Core Curriculum (UCC):** Students must complete three Engaged Learning Experience (ELE) courses. ELE courses are either Boundary Crossing (ELE-X) or Discipline Specific (ELE-DS) and are chosen in consultation with the student's advisor. At least one course must be at the 300 level and one course must be an ELE-X course as part of meeting the requirement.

## General Education Requirements

Four options are available to students who plan to complete their General Education requirements at Oakton.

- **Associate of Arts:** Students who transfer with an approved Illinois Community College Board (ICCB) Model Associate of Arts degree will have met Northeastern Illinois University's General Education requirements. For information regarding completing an Associate of Arts at Oakton, including assistance with course selection, please visit Advising Services at Oakton. More information is available at their website (<http://www.oakton.edu/student-services/advising-counseling/contactus.php>) or by calling (847) 635-1741 (Des Plaines campus) or (847) 635-1400 (Skokie campus).
- **Associate of Science:** Students who transfer with an approved Illinois Community College Board (ICCB) Model Associate of Science degree granted August 2016 or earlier will have met Northeastern Illinois University's General Education requirements. Students who transfer with an approved ICCB Model Associate's degree granted December 2016 or later may need to take one additional Humanities course and one additional Social and Behavioral Sciences course to meet Northeastern's General Education requirements. For information regarding completing an Associate of Science at Oakton, including assistance with course selection, please visit Advising Services at Oakton. More information is available at their website (<http://www.oakton.edu/student-services/advising-counseling/contactus.php>) or by calling (847) 635-1741 (Des Plaines campus) or (847) 635-1400 (Skokie campus).
- **Completion of the Illinois Articulation Initiative (IAI):** Students who transfer after completing the Illinois Articulation Initiative (IAI) will have met their General Education requirements. For information regarding the Illinois Articulation Initiative, including courses at Oakton that fulfill General Education requirements, please visit the iTransfer web site at [www.itransfer.org](http://www.itransfer.org).
- **Transfer Course Lists for Oakton:** Students may choose to meet their General Education requirements by selecting courses from Northeastern's Transfer Course Equivalency Guides, available at: [www.neiu.edu/Transfer](http://www.neiu.edu/Transfer). **When choosing this option, please use the following Northeastern Illinois University General Education guide:**

Northeastern Illinois University General Education Program		
The General Education Program requires a minimum of <b>36 credit hours</b> of courses distributed among 5 areas.		
Northeastern Illinois University Requirement	Credits	Oakton Community College Equivalent (if any)
<b>Math / Quantitative Reasoning</b> 1 course	3	<ul style="list-style-type: none"> <li><b>MAT 143 – Finite Mathematics</b> at Oakton is strongly recommended as the course is required to fulfill a Foundation requirement.</li> </ul>
<b>Social / Behavioral Sciences</b> 3 courses	9	<ul style="list-style-type: none"> <li>No more than two courses from the same department may be used.</li> <li>It is recommended that students take <b>ECO 201 – Principles of Economics I</b> and <b>ECO 202 – Principles Economics II</b> at Oakton as both courses are required to fulfill College of Business and Management requirements.</li> </ul>
<b>Natural Sciences</b> 3 courses	9	<ul style="list-style-type: none"> <li>No more than two courses from the same department may be used.</li> <li>One course must have a <b>lab</b> component.</li> </ul>
<b>Fine Arts</b> 2 courses	6	<ul style="list-style-type: none"> <li>No more than one course from the same department may be used.</li> </ul>
<b>Humanities</b> 3 courses	9	<ul style="list-style-type: none"> <li>No more than two courses from the same department may be used.</li> <li>No more than two foreign language courses may be used to fulfill this requirement.</li> <li>It is recommended that students take <b>PHL 106 – Ethics</b> as the course is required to fulfill a Foundation requirement.</li> </ul>

### Foundation Courses: 24 credits

These are basic skills courses that you complete before being admitted to upper-division (300-level) study in business. Each course must be completed with a “C” or higher.

Northeastern Illinois University Course	Credits	Oakton Community College Equivalent (if any)
ENGL 101 Writing I	3	EGL 101 Composition I
ENGL 102 Writing II	3	EGL 102 Composition II
MATH 165 Finite Math	3	MAT 143 Finite Mathematics
ECON 217 Principles of Microeconomics *	3	ECO 202 Principles of Economics II
ACTG 201 Introduction to Financial Accounting *	3	ACC 153 Principles of Financial Accounting
ACTG 202 Introduction to Managerial Accounting *	3	ACC 154 Principles of Managerial Accounting
BLAW 285 Legal Environment of Business *	3	BUS 225 The Legal Environment of Business
PHIL 213 Ethics <b>Or</b> PHIL 215 Business Ethics	3	PHL 106 Ethics  <i>No Equivalency at Oakton Community College.</i>
* Foundation courses that are also part of the Business Core		

### Business Core: 36 credits

- Please Note:** Core courses are requirements common to all College of Business and Management major programs.

Northeastern Illinois University Course	Credits	Oakton Community College Equivalent (if any)
ACTG 201 Introduction to Financial Accounting *	3	ACC 153 Principles of Financial Accounting
ACTG 202 Introduction to Managerial Accounting *	3	ACC 154 Principles of Managerial Accounting
ECON 215 Principles of Macroeconomics	3	ECO 201 Principles of Economics I
ECON 217 Principles of Microeconomics *	3	ECO 202 Principles of Economics II
BLAW 285 Legal Environment of Business *	3	BUS 225 The Legal Environment of Business

ABF 350 Management Information Systems	3	<i>No Equivalencies at Oakton Community College.</i>
FINA 360 Principles of Financial Management I	3	
MNGT 370 Managing Global Business Organizations (Also meets Northeastern's Writing Intensive Requirement)	3	
MKTG 350 Principles of Marketing	3	
MNGT 368 Business Statistics	3	
MNGT 377 Production/Operations Management	3	
MNGT 379 Operations Research	3	
<b>* Core courses that are also a part of the Foundation Courses</b>		

### General Business Administration for Second Majors – Option I: 48 credits

This program is designed for students who wish to combine course work in a non-business discipline with a solid foundation in business administration. Students with an interest in International Business may use this option in conjunction with a major in the Department of World Languages and Cultures.

Northeastern Illinois University Requirement	Credits	Oakton Community College Equivalent (if any)
<b>Foundation Courses</b> (Not included in the credit hour total)	24	See <b>Foundation Courses</b> on page 4
<b>Business Core Courses</b>	36	See <b>Business Core</b> on pages 4-5
<b>Required Major Courses:</b> MNGT 393 Strategic Management	3	<i>No Equivalency at Oakton Community College.</i>
<b>One of the following courses:</b> MKTG 358 International Marketing MNGT 381 International Management <b>Or</b> An Approved Elective	3	<i>No Equivalencies at Oakton Community College.</i>
<b>Two courses from one area:</b> Management Marketing Finance Accounting	6	<i>No Equivalencies at Oakton Community College.</i>

### General Business Administration as a Primary Major – Option II: 60 credits

Northeastern Illinois University Requirement	Credits	Oakton Community College Equivalent (if any)
<b>Foundation Courses</b> (Not included in the credit hour total)	24	See <b>Foundation Courses</b> on page 4
<b>Business Core Courses</b>	36	See <b>Business Core</b> on pages 4-5
<b>Major courses</b> <b>One 300-level course from each of the following business disciplines:</b> Accounting Finance Marketing Management	3 3 3 3	<i>No Equivalencies at Oakton Community College.</i>
<b>Three 300-level business courses from any combination of business disciplines *</b>	9	
MNGT 393 Strategic Management	3	

\* ACTG 300, BLAW 380 and BLAW 381 are NOT applicable to General Business Administration major requirements.

## Proficiency Exams

For some of its upper-division courses, the College offers *Proficiency Exams* that allow recognition of equivalent lower-division course work. If you've taken one of the following lower-division courses, you may be able to earn a waiver (but not upper-division credit) for that course by passing its Proficiency Exam. **Note: You must earn a grade of "C" or better in a 200 level course taken within the last six years in order to qualify for one of the following Proficiency Exams:**

- ✓ Principles of Financial Management
- ✓ Principles of Marketing
- ✓ Business Law I
- ✓ Business Law II
- ✓ Cost Accounting
- ✓ Intermediate Financial Accounting I
- ✓ Intermediate Financial Accounting II
- ✓ Federal Income Tax (Individual)
- ✓ Auditing
- ✓ Management Information Systems
- ✓ Business Statistics

For more information, e-mail or call the CBM's Program Advisors: [P-Advise@neiu.edu](mailto:P-Advise@neiu.edu) or (773) 442-6111.

## Tuition, Financial Aid and Scholarships

Northeastern Illinois University is committed to providing an affordable education. That's why our tuition and fees are among the most affordable of the Illinois Public Universities. We offer a **tuition guarantee program** that guarantees incoming students the same tuition rate for four years.

For information about financing your education at Northeastern, including **Financial Aid and Scholarship** opportunities, please see our website: <http://www.neiu.edu/financial-aid/>. If you are completing the Free Application for Federal Student Aid (FAFSA), Northeastern's federal School code is **001693**. You may also contact our Financial Aid Office directly at (773) 442-5016 or email [Financial-Aid@neiu.edu](mailto:Financial-Aid@neiu.edu).

### **Provost and Deans Merit Scholarships for TRANSFER students:**

#### **Provost Merit Scholarship**

Scholarships in the amount of **\$2,000** will be awarded to new transfers who meet the following criteria and who apply early for admission. Scholarships will be awarded on a first-come first-serve basis:

- Admitted entering transfer students with an Associate of Arts or Associate of Science (or at least 60 earned credits).
- Must have at least a cumulative transfer GPA of 3.50.
- Must be an Illinois resident.
- Must be enrolled as a full time student at Northeastern.

#### **Deans Merit Scholarship**

Scholarships in the amount of **\$1,000** will be awarded to new transfers who meet the following criteria and who apply early for admission. Scholarships will be awarded on a first-come first-serve basis:

- Admitted entering transfer students with an Associate of Arts or Associate of Science (or at least 60 earned credit hours).
- Must have at least a cumulative transfer GPA of 3.00.
- Must be an Illinois resident.
- Must be enrolled as a full time student at Northeastern.

*Until all of the scholarships are awarded, students who meet these qualifications will automatically be considered for the Provost and Deans Merit Scholarships at the time of applying for admission to Northeastern. Completing an additional application is not necessary. The Office of Scholarships may be reached at (773) 442-4606 or [scholarships@neu.edu](mailto:scholarships@neu.edu).*

**College of Business and Management Merit Tuition Waiver Scholarship**

- Must have a 3.00 cumulative GPA or higher.
- Must be a declared business major, pre-major, or intended major.
- One page written essay describing your objectives, skills, and accomplishments as they relate to your current or anticipated college major.
- An official college transcript.
- Two current letters of recommendation from teachers and/or employers.

**Note:** The College of Business and Management has other scholarships available to transfer students based on many different criteria. Students who meet these qualifications are not automatically considered for any of these scholarships and must submit separate applications for each one that they would like to be considered for. Students must also reapply for these scholarships each term. For more information on College of Business and Management specific scholarships, contact Diana Valdez at (773) 442-6101 or [D-Manzanares@neu.edu](mailto:D-Manzanares@neu.edu) for details.