GOVERNORS STATE UNIVERSITY & KANKAKEE COMMUNITY COLLEGE

Transfer Guide for Associate in Applied Science
Business and Applied Science Program from
the Associate in Applied Science in Administrative Assistant, 2011-2012

The following is presented as an articulation agreement between Kankakee Community College (KCC) and Governors State University (GSU) for the Business and Applied Science (formerly the Business and Technology) degree program based on the 2011-12 catalogs of both schools. The student would receive an Associate in Applied Science (AAS) in Administrative Assistant degree from KCC and a Bachelors of Arts (BA) degree in Business and Applied Science from GSU.

I. **TRANSFERABLE GENERAL EDUCATION: (23 credits)**
(Refer to the AA Degree Guidelines for a list of courses)

Communications (6 credits)

ENGL 1613	- English I (3) (substitute for ENGL 1413)
ENGL 1623	- English II (3) (used for elective in fourth semester)

Social and Behavioral Sciences (6 credits)

PSYC 1813	- Introduction to Psychology (3)
ECON 1553	- Principles of Macroeconomics (3) (meets ECON 302 requirement)

Mathematics (4 credits)

MATH 1814	- College Algebra (4)

Physical and Life Sciences (4 credits)

BIOL 1544	- Human Biology (4) recommended

Humanities and Fine Arts (3credits)

Humanities (3)*

II. TECHNOLOGY AREA OF STUDY (39-40 credits)

ACCT 1413/1514	- General Accounting (3) or Financial Accounting (4)
BSNS 1312	- Proofreading and Editing (2)
BSNS 1353	- Administrative Office Procedures (3)
BSNS 1553	- Introduction to Business (3)
BSNS 1603	- Business Communications (3)
BSNS 1653/1663	- Business Law or Legal and Social Environment of Business (3)
BSNS 2311	- Successful Customer Service (1)
COSC 1023	- Intermediate Word (3)
COSC 1172	- Introduction to the Internet (2)
COSC 1181	- Voice Recognition (1)
COSC 1341	- PowerPoint (1)
COSC 1352	- Word (2)
COSC 1362	- Access (2)
COSC 1372	- Excel (2)
COSC 1382	- Microsoft Office Suite Integration (2)
COSC 1513	- Intro. to Information Processing (3) (meets MIS 301 requirement)
COSC 2033	- Advanced Word (3)

III. ELECTIVES (0-3 credits)

See KCC catalog for course options

REQUIRED A.A.S. IN ADMINISTRATIVE ASSISTANT DEGREE PROGRAM TOTAL: 61 credits minimum

* Refer to the KCC A.A. guidelines for a list of course choices.

IV. TO BE TAKEN AT KCC or GSU (12-13 Hours)

SPCH 1553 at KCC or - Introductory Speech (3) or
Oral Communications (3) at GSU
Fine Arts Course (3)*
Humanities or Fine Arts Course (3)*
Physical Science Course (3-4)*

VI. TO BE TAKEN AT GSU

Business Core (42 Hours)

ACCT 302	- Managerial Accounting (3)
ECON 301	- Principles of Microeconomics (3)
FIN 301	- Principles of Financial Management (3)
MGMT 301	- Introduction to Management Strategies (3)
MGMT 340	- Production and Operations Management (3)
MGMT 360	- Business Communications (3)
MGMT 401	- Organizational Behavior (3)
MGMT 410	- International Business (3)
MGMT 415	- Business Ethics & Social Responsibility (3) (meets hums req.)
MGMT 469	- Business Policy (Final Term) (3)
MIS 370	- Management Information Systems (3)
MKTG 301	- Introduction to Marketing Management (3)
STAT 361	- Statistics for Management I (3)
STAT 362	- Statistics for Management II (3)

Electives (3-4 Hours)

***Refer to GSU's website for a list of course choices in Section V General Education course options.**

Minimum Required for BA in Business and Applied Science: 120 hours

For Additional Information:

Governors State University
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(708) 534-4391
Bpa-info@govst.edu
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Kankakee Community College
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(815) 802-8208