

Associate of Applied Science – Office Professional to Bachelor of Arts in Business and Applied Science

The following is presented as an articulation agreement between Illinois Valley Community College (IVCC) and Governors State University (GovState) for the Business and Applied Science degree program based on the current catalogs of both schools. The student would receive an Associate of Applied Science (AAS) in Office Professional degree from IVCC and a Bachelor of Arts in Business and Applied Science (BA) degree from GovState. This program is offered completely online.

I. TRANSFERABLE GENERAL EDUCATION (12 Hours)

Communications (6 hours)

- ENG 1001 - Composition I (3) (Meets ENGL-1000)
- SPH 1001 - Fundamentals of Speech (3) (Meets COMM-1000)

Humanities and Fine Arts (3 hours)

- Humanities or Fine Arts Course (3)*

Mathematics (0 hours)

Social and Behavioral Sciences (3 hours)

- ECN 1202 - Fundamentals of Economics (3)

II. AREA OF CONCENTRATION/MAJOR FIELD (48 Hours)

- ACT 1010 - Financial Accounting (3) (Meets ACCT-2110)
- BUS 1010 - Intro to Business (3)
- BUS 1201 - Let's Talk Business (3)
- BUS 1230 - Math for Business and Finance (3)
- CSI 1002 - Intro to Business Computer Systems (3) (MIS-2101)
- CSP 2213 - Advanced Excel and Access (3)
- CSO 1202 - Microsoft Windows (2)
- CSP 1230 - Computer Keyboarding Applications (2)
- CSP 1231 - Adv. Keyboarding/Document Formatting (2)
- CSP 2201 - Help Desk/User Support (2)
- CSP 2214 - Advanced Word and PowerPoint (3)
- CSC 2203 - Computer Ethics (3)
- SDT 1203 - (1) (preferred)
- ACT 1280 - Quickbooks Pro Accounting (3)
- CSM 2240 - Office Management (3)
- CSP 2222 - Business Technology Internship (4)
- CSN 1200 - Using Internet and the World Wide Web (3)

REQUIRED A.A.S. DEGREE PROGRAM TOTAL: 60 Hours

*** Refer to the IVCC catalog guidelines for a list of course choices for Section I-III.**

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III. TO BE TAKEN AT IVCC OR GOVSTATE (31 Hours)

- ENG 1002 - Composition II (3)
 - Statistics (3)
 - Macroeconomics (3)
 - Microeconomics (3)
 - Financial Accounting (3)
 - Management (3)
 - Marketing (3)
 - Business Law (3)
 - IAI Life Science Course (3-4)*
 - IAI Physical Science Course (3-4)*
- *One has to have a laboratory associated.

IV. TO BE TAKEN AT GOVSTATE (43 Hours)

Business Core (36 Hours)

- ACCT 2111 - Managerial Accounting (3)
- BUS 3200 - Business Communications (3)
- BUS 3700 - Business Statistics (3)
- ENTR 3100 - Principles of Entrepreneurship (3)
- FIN 3110 - Principles of Financial Management (3)
- MGMT 3099 - Business Ethics & Social Responsibility (3)
- MGMT 3300 - Human Resource Management (3)
- MGMT 3400 - Production and Operations Management (3)
- MGMT 3500 - Organizational Behavior (3)
- MGMT 4600 - Globalization of Business (3)
- MGMT 4900 - Strategic Management (Final Term) (3)
- MIS 3101 - Management Information Systems (3)

Electives (7 Hours)

- 3000 level Humanities Course (3)
- 3000 level Fine Arts Course (3)
- 3000 or 4000 level Elective (1)

Minimum Required for Bachelor of Arts in Business and Applied Science: 120 Hours (134 Hours as Written)

For Additional Information:

Governors State University
Jaguar Transfer Evaluator at
<https://govst.transfer.degree/>

Illinois Valley Community College
Counseling & Transfer Center
(815) 224-2720

Visit the College of Arts and Sciences
at www.govst.edu/cas.

Visit IVCC at www.ivcc.edu

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GovState Transfer Guide 09/30/2025

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