

Associate in Applied Science in Office Professional to Business and Applied Science Program

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

I. TRANSFERABLE GENERAL EDUCATION: (19 Hours)

Communications (6 hours)

- ENGL 1613 - English I (3)
- ENGL 1623 - English II (3) (Elective at KCC)

Social and Behavioral Sciences (6 hours)

- PSYC 1813 - Introduction to Psychology (3)
- ECON 1553 - Principles of Macroeconomics (3) (Meets ECON 2302)

Mathematics (4 hours)

- MATH 1774 - Statistics (4) (Meets MATH 2100) [sub for MATH 1213]

Physical and Life Sciences (0 hours)

Humanities and Fine Arts (3 hours)

- Humanities Course (3)*

II. TECHNOLOGY AREA OF STUDY (45-47 Hours)

- ACCT 1514 - Financial Accounting (4) (Meets ACCT 2110)
- BIOL 1554 - Introduction to Anatomy & Physiology (4) **OR**
- PHED 1512 - Health Education (2)
- 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 - Business Law (3) (Meets BLAW 2100)
- 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 2101)
- COSC 2033 - Advanced Word (3)

**REQUIRED A.A.S. IN ADMINISTRATIVE ASSISTANT DEGREE PROGRAM TOTAL: 61
Hours minimum (61-63 hours as written)**

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

III. TO BE TAKEN AT KCC or GSU (19-20 Hours)

- Fine Arts Course (3)*
- Humanities or Fine Arts Course (3)*
- Life Science Course (3-4)* [either life or physical science course must contain a lab]
- Microeconomics (3) (KCC ECON 1563 or GSU ECON 2301)
- Physical Science Course (3-4)* [either life or physical science course must contain a lab]
- Speech (3) (KCC SPCH 1553 or GSU COMS 1160)

**Refer to KCC's or GSU's website/catalog for a list of course choices in Section III General Education course options.*

IV. TO BE TAKEN AT GSU (56 Hours)

Business Core (48 Hours)

- ACCT 2111 - Managerial Accounting (3)
- BLAW 2100 - Business Law I (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 2100 - Introduction to Management Strategies (3)
- MGMT 3099 - Business Ethics & Social Resp. (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 2101 - Basics of Information Technology (3)
- MIS 3101 - Management Information Systems (3)
- MKTG 2100 - Introduction to Marketing Management (3)

Electives (8 Hours)

Any 3000-4000 level courses offered at CBPA (8)

Minimum Required for BA in Business and Applied Science: 120 Hours minimum

(136-139 hours as written to satisfy AAS, General Education and BA requirements.)

For Additional Information:

Governors State University

BPA Academic Advising

(708) 534-4391

TransferGuide@govst.edu

[Visit College of Business website at](http://www.govst.edu/cob)

www.govst.edu/cob

Kankakee Community College

Transfer Center

(815) 802-8208

[Visit KCC website at](http://www.kcc.edu)

www.kcc.edu/transfer

GSU Transfer Guide 10.5.2018