



Associate in Applied Science - Office Systems and Applications to Bachelor of Arts in Business and Applied Science

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

I. GENERAL EDUCATION (17 Hours)

Communications (6 hours)

- COM 101 - Composition I (3)
- COM 103 - Speech Fundamentals (3)

Humanities and Fine Arts (0 hours)

Mathematics (4 hours)

- MTH 139 - Probability and Statistics (4) (Meets MATH 2100) [sub for MTH 120]

Physical and Life Sciences (4 hours)

- Life Science or Physical Science with Lab (4)*

Social and Behavioral Sciences (3 hours)

- ECO 101 - Principles of Macroeconomics (3) (Meets ECON 2302)

II. AREA OF CONCENTRATION/MAJOR FIELD/TECHNOLOGY COURSES (30 Hours)

- IMS 115 - Microsoft Office I (3) (Also Meets GSU MIS 2101)
- MIS 111 - Internet Technologies (3)
- MIS 146 - PC Operating Systems (3)
- OSA 103 - Office Language Skills (3)
- OSA 122 - Microsoft Excel (3)
- OSA 145 - Microsoft Word (3)
- OSA 230 - Microsoft PowerPoint and Presentation (3)
- OSA 249 - Quickbooks for Office Professionals (3)
- OSA 257 - Microsoft Access (3)
- OSA 258 - Internship (3)

III. ELECTIVE/CONCENTRATIONS (18 Hours)

Choose one following concentrations: (See MVCC catalog for required courses)

- Administrative Assistant
- Graphics and Desktop Publisher
- Help Desk Specialist
- Legal Office Assistant
- Medical Secretary
- Office Manager
- Web Design Assistant

REQUIRED A.A.S. DEGREE PROGRAM TOTAL: 64 Hours (65 hours as written)

*** Refer to the MVCC AA/AS guidelines for a list of course choices in Section I.**

Transfer Guide



IV. TO BE COMPLETED AT MVCC OR GSU (30 Hours)

- Business Law (3) (MVCC BUS 136 or GSU BLAW 2100)
- Composition II course (3) (MVCC COM 102 or GSU ENGL 1010)
- Fine Arts Course (3)*
- Fine Arts or Humanities Course (3)*
- Humanities Course (3)*
- Life Science or Physical Science Course [based on what was taken at MVCC] (3)*
- Management (3) (MVCC BUS 231 or GSU MGMT 2100)
- Marketing (3) (MVCC BUS 130 or GSU MKTG 2100)
- Microeconomics (3) (MVCC ECO 102 or GSU ECON 2301)
- Social Science Course (non-Economics) (3)*

** Refer to the MVCC or GSU catalog for a list of course choices in Section IV.*

V. TO BE TAKEN AT GSU (46-47 Hours)

Business Core (39 Hours)

- ACCT 2110 - Financial Accounting (3)
- 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 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 3101 - Management Information Systems (3)

Electives (7-8 Hours)

Any 3000-4000 level courses offered at COB (7-8)

**Minimum Required for BA in Business and Applied Science: 120 Hours
(141-142 hours as written to satisfy AAS, General Education and BA requirements.)**

For Additional Information:

Governors State University

Office of Admissions

(708) 534-4490

TransferGuide@govst.edu

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

www.govst.edu/cob

Moraine Valley Community College

Academic Advising

(708) 974-5721

[Visit MVCC website at](http://www.morainevalley.edu)

www.morainevalley.edu

GSU Transfer Guide 10.8.2018

