

Associate of Applied Science in Administrative Professional to Bachelor of Arts in Business and Applied Sciences

The following is presented as an articulation agreement between Joliet Junior College (JJC) and Governors State University (GSU) for the Applied Science degree program based on the current catalogs of both schools. The student would receive an Associate of Applied Science (AAS) in Administrative Professional degree (CO 809) from JJC and a Bachelors of Arts (BA) degree in Business and Applied Sciences from GSU.

I. TRANSFERABLE GENERAL EDUCATION: (15 Hours)

Communications (6 hours)

- ENG 101 - Rhetoric I (3)
- COMM 101 - Principles of Speech (3)

Humanities and Fine Arts (3 hours)

- Humanities Course (PHIL 103 is recommended) (3)

Mathematics (0 hours)

Physical and Life Sciences (3 hours)

- Select one life science course or one physical science course.
- Life Science or Physical Science Course* (3)

Social and Behavioral Sciences (3 hours)

- ECON 103 - Macroeconomics (3) (Meets ECON 2302)

II. TECHNOLOGY AREA OF STUDY (33 Hours)**

- ACCY 100 - Intro to Accounting (3)
- OFS 103 - Workplace Administrative Documents (3)
- OFS 180 - Records Management (3)
- BUS 101 - Intro to Business (3)
- CIS 200 - Social Media Technologies (3)
- CIS 211 - Database Management System (3)
- CIS 213 - Electronic Spreadsheet Software (3)
- CIS 235 - Microsoft Certification Prep (3)
- FIN 100 - Personal Finance (3)
- MGMT 101 - Principles of Management (3) (Meets MGMT-2100)
- OFS 214 - Document Integration (3)

III. AAS MAJOR CORE ELECTIVES (6 Hours)

- Select with approval of adviser from the approved courses list.

IV. CONCENTRATION COURSES (6 Hours)

- Select a concentration and take the required courses based on the catalog requirements.

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

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

**** Refer to the JJC A.A.S. guidelines for a list of course choices in Section II.**

Note: Students can complete up to 80 hours at JJC by taking additional courses from Section IV.

V. TO BE TAKEN AT GSU OR JJC (20 Hours)

Composition II Course (3) (JJC ENG 102)

Fine Arts Course (3)*

MATH 128 - Elementary Statistics (4) or MATH 2100/2101 - Elementary Stats (4)

Physical or Life Science Course with Lab (4)* (based on course completed at JJC)

Social Science Course (non-economics)* (3)

ECON 104 - Microeconomics (3) (Meets ECON 2301)

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

VI. TO BE TAKEN AT GSU (56-59 Hours)

Business Core (48-51 Hours)

ACCT 2110	- Financial Accounting (3)
ACCT 2111	- Managerial Accounting (3)
BLAW 2100	- Business Law I (0-3) (not required if BLAW 101 taken)
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 2101	- Basic of Information Technology (3)
MIS 3101	- Management Information Systems (3)

Electives (7 Hours)

3000 level Humanities or Fine Arts Course (3)

3000 or 4000 level Elective (4)

Required for BA in Business and Applied Sciences: 120 Hours minimum

(Total credit hour amount completed will vary upon AAS area of study chosen.)

For Additional Information:

Governors State University

GSU Jaguar Transfer Evaluator at

<https://govst.transfer.degree/>

Visit the College of Business at

www.govst.edu/cob

Joliet Junior College

Career and Transfer Center

(815) 280-2449

Visit Joliet Junior College at www.jjc.edu