

Illinois Central College
Associate of Applied Science - Office Professional
to Robert Morris College Bachelor of Business Administration - Management

Illinois Central College Courses

First Year

Course	Title	Credits
BUS 120	Business Math	3
ENGL 110	Composition I	3
OFOCC 151	Prof Devel for Office Employees	3
Humanities	IAI approved Humanities	3
OFACS 125	PowerPoint	1
OFACS 126	Outlook	1
ACCTG 105	Bookkeeping/Accounting	3
Total Hours =		17

Course	Title	Credits
OFOCC 114	Fundamentals of Transcription	3
OFOCC 111	Telephone Skills for the Office	1
OFOCC 205	Fundamentals of Records Control	3
TYPE 141	Typing Speed Devel to 50 NWPM	1
WP 122	Keyboarding/Word Processing 3	4
OFACS 132	Electronic Spreadsheets	3
Social Science	Social Science Elective	3
Total Hours =		18

Second Year

Course	Title	Credits
OFOCC 200	Machine Transcription & Specialized Terminology	2
OFOCC 210	Administration Office Procedures	3
OFACS 133	Database Management Systems	3
Social Science	IAI approved Social Science	3
Elective (ACCTG 120)	Approved Elective (RMC Recommended)	3
TYPE 142	Type Speed Devel to 60 NWPM	1
WP 152	Proofreading	1
OFOCC 117	Voice Recognition	2
Total Hours =		18

Course	Title	Credits
BUS 200	Human Relations in Business	3
OFACS 211	Integrated Office Projects	3
Lab Science	Approved IAI Science	3
COMM 110	Communication: Process and Practice	3
Elective (ACCTG 121)	Approved Elective (RMC Recommended)	3
WP 161	Data Entry	1
Total Hours =		17

Bridge	Semester	Credits
ENGL 111	Composition II	3
MATH 115	College Algebra	3
Total Hours =		6

Robert Morris College Courses

Quarter 7		Credit
MGT 310	Contemporary Applied Management	4
ENG 225	Writing Life's Work	4
MAT 210	Finite Mathematics	4
MKT 305	Marketing Principles & Analysis	4
Total Hours		16

Quarter 8		Credit
MKT 370	Global Marketing Practices	4
ENG 325	Writing for the Community	4
HUM	Humanities Elective	4
SSC 304	Principles of Microeconomics	4
Total Hours		16

Quarter 9		Credit
CMT 350	Career Management	4
CIS 310	Management Information Systems	4
MGT 350	Human Resources Management	4
Total Hours		12

Quarter 10		Credit
ACC 300	Managerial Accounting	4
MGT 340	Organizational Behavior	4
MAT 320	Stats for Business & Social Sciences	4
Total Hours		12

Quarter 11		Credit
MKT 440	Marketing Problems & Apps	4
FIN 300	Principles of Finance	4
MGT 400	Operations Management	4
Total Hours		12

Quarter 12		Credit
HUM 310	Comparative Contemporary Lit	4
MGT 450	Business Strategy & Policy	4
BUS 356 or MKT 313	Advanced Internship	4
Total Hours		12

Total ICC hours = 74 semester hours/111 quarter hours

Total RMC hours = 80 quarter hours

Total hours for degree = 191 quarter hours