



OHIO
UNIVERSITY

OFFICE ADMINISTRATION: ADMINISTRATIVE ASSISTANT

Transfer Guide into the Ohio University Bachelor of Technical & Applied Studies

Students must complete a minimum of 48 credit hours at Ohio University, including 50% of the courses required for the major. Students may not take more than five (5) BTAS core/major courses at CSCC. If more than two (2) BTAS core/major courses are transferred in, students must replace the courses with Ohio University electives. *Specific elective courses will not be delivered on a guaranteed schedule.*

BTAS REQUIREMENTS: Students must complete all three TAS courses and PSY 221.

Between CSCC and Ohio University courses, students must complete

5 **Professional Skills** courses (P) with at least one course in each area (P1, P2, P3)

2 **Behavioral Skills** courses (B) with at least one course in each area (B1, B2)

2 **Leadership and Organization** courses (L)

Columbus State Courses	Ohio University Online Courses						
<p>Tier I: 1E and 1M</p> <p><input type="checkbox"/> ENGL 111 <u>or</u> ENG 101 + 102 (OHIO ENG 151)</p> <p><input type="checkbox"/> MATH 104 <u>or</u> 107 + 110 <u>or</u> 148 (OHIO MATH 113)</p> <p><i>Required pre-requisite for PSY 221</i></p>	<p>Tier I: 1J</p> <p><input type="checkbox"/> Select available junior composition course</p> <p>Tier III: T3</p> <p>Included in BTAS coursework</p>						
<p>Tier II: Complete 32 quarter hours with a minimum of 3 credit hours in each of the 6 areas</p> <p><input type="checkbox"/> 2AS: Applied Science & Math BIO 115, 124, 127, 253; HOSP 153; MATH 131, 132, 151, 152, 153</p> <p><input type="checkbox"/> 2CP: Cross-Cultural Perspectives ANTH 202; ARAB 101, 102; FREN 101-104; GERM 101-104; ITAL 101-104; JAPN 101-104; LATN 101-103; SPAN 101-104; SSCI 101</p> <p><input type="checkbox"/> 2FA: Fine Arts ART 101; MUS 101, 121</p> <p><input type="checkbox"/> 2HL: Humanities & Literature ENGL 225, 230, 235, 265; HUM 111, 112, 113, 222; LATN 104; PHIL 101, 130, 270</p> <p><input type="checkbox"/> 2NS: Natural Sciences ANTH 200; BIO 111, 112, 121, 122, 125, 126, 174, 175, 201; CHEM 111, 112, 171, 172, 173; GEOL 121, 122; NSCI 102; PHYS 117, 118, 119, 177, 178, 179</p> <p><input type="checkbox"/> 2SS: Social Sciences COMM 220; ECON 200, 240; HUM 151, 152; POLS 101, 165; PSY 100, 240; SOC 101, 202</p> <p>Hour totals for Tier II courses:</p> <table border="0"> <tr> <td>___ 2AS</td> <td>___ 2CP</td> <td>___ 2FA</td> </tr> <tr> <td>___ 2HL</td> <td>___ 2NS</td> <td>___ 2SS</td> </tr> </table>	___ 2AS	___ 2CP	___ 2FA	___ 2HL	___ 2NS	___ 2SS	<p>BTAS Coursework</p> <p><input type="checkbox"/> TAS 301</p> <p><input type="checkbox"/> TAS 321</p> <p><input type="checkbox"/> TAS 451 (T3)</p> <p><input type="checkbox"/> PSY 221</p> <p><input type="checkbox"/> COMS 410 (P1)</p> <p><input type="checkbox"/> POLS 488 (P2)</p> <p><input type="checkbox"/> HRM 320 (P3)</p> <p><input type="checkbox"/> GEOG 201 (P3)</p> <p>**Based on BTAS courses at CSCC, pick 3 of 5</p> <p><input type="checkbox"/> BUSL 255 (P1)</p> <p><input type="checkbox"/> COMS 304 (B1)</p> <p><input type="checkbox"/> COMS 411 (B2)</p> <p><input type="checkbox"/> MGT 202 (L)</p> <p><input type="checkbox"/> MKT 202 (L)</p> <p>**Choose the three courses based off of the categories that still need to be completed. For example: if a student chooses the B1 and B2 course options at CSCC, they will pick the P1 and two L options from Ohio University.</p>
___ 2AS	___ 2CP	___ 2FA					
___ 2HL	___ 2NS	___ 2SS					
<p>BTAS COURSEWORK: Pick two (2)</p> <p><input type="checkbox"/> LEGL 261 OR 264 (OHIO BUSL 255) P1</p> <p><input type="checkbox"/> BMGT 111 (OHIO MGT 202) L</p> <p><input type="checkbox"/> MKTG 111 (OHIO MKT 202) L</p> <p><input type="checkbox"/> HRM 124 (OHIO COMS 304) B1</p> <p><input type="checkbox"/> PSYC 267 (OHIO PSY 336) B2</p>	<p><i>The information in this guide is specifically intended for students in the Online Bachelor Completion Program. It is based off of stated requirements for the 2008-2009 Ohio University technical & applied studies degree. CSCC students may or may not have completed courses that satisfy general education or major requirements as part of their associate degree. Students are responsible for completing all Ohio University degree requirements.</i></p>						