

OFFICE MANAGEMENT

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 Hocking. 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 Hocking 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)

Hocking College Courses	Ohio University Online Courses						
<p>Tier I: 1E and 1M</p> <p><input type="checkbox"/> ENGL 151 or COMM 122 +123 (OHIO ENG 151)</p> <p><input type="checkbox"/> MATH 113 (OHIO MATH 113)</p> <p><i>Required pre-requisite for PSY 221</i></p>	<p>Tier I: 3E</p> <p><input type="checkbox"/> Select available junior composition course</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 BIOS 106; GEOG 201, 102; GEOL 101 + NRM 125; MATH 163A</p> <p><input type="checkbox"/> 2CP: Cross-Cultural Perspectives ARCH 280 or SOCI 152; SPAN 111</p> <p><input type="checkbox"/> 2FA: Fine Arts ART 110; HUM 202</p> <p><input type="checkbox"/> 2HL: Humanities & Literature HUM 203, 207; WS 100</p> <p><input type="checkbox"/> 2NS: Natural Sciences BIOS 102, 103, 104, 112, 113, 114, 120, 170; CHEM 100, 130; PHYS 103, 201</p> <p><input type="checkbox"/> 2SS: Social Sciences ECON 140, 240; GOVT 142; PSYC 101; SOCI 101</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>Tier III: T3</p> <p>Included in BTAS coursework</p> <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><input type="checkbox"/> COMS 304 (B1)</p> <p><input type="checkbox"/> COMS 411 (B2)</p> <p><input type="checkbox"/> MGT 202 (L)</p>
___ 2AS	___ 2CP	___ 2FA					
___ 2HL	___ 2NS	___ 2SS					
<p>BTAS COURSEWORK:</p> <p><u>REQUIRED:</u></p> <p><input type="checkbox"/> BUS 200 (OHIO BUSL 255) P1</p> <p><input type="checkbox"/> BUS 110 (OHIO MKT 202) L</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. Hocking 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>						