

# OFFICE ADMINISTRATIVE SERVICES: EXECUTIVE 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 WSCC. 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 WSCC 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)

Washington State Courses	Ohio University Online Courses						
<p><b>Tier I: 1E and 1M</b></p> <p><input type="checkbox"/> ENGL 151 or 153 (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><b>Tier I: 1J</b></p> <p><input type="checkbox"/> Select available junior composition course</p> <p><b>Tier III: T3</b> Included in BTAS coursework</p>						
<p><b>Tier II:</b> Complete 32 quarter hours with a minimum of 3 credit hours in each of the 6 areas</p> <p><input type="checkbox"/> <b>2AS: Applied Science &amp; Math</b> BIOL 151, 211, 255; GEOL 231; HLTH 110; MATH 163, 263, 264, 265</p> <p><input type="checkbox"/> <b>2CP: Cross-Cultural Perspectives</b> ANTH 151; ARTS 234; GERM 111-213; SPAN 111-213</p> <p><input type="checkbox"/> <b>2FA: Fine Arts</b> ARTS 100, 201, 202, 203; DANC 101; MUSC 120</p> <p><input type="checkbox"/> <b>2HL: Humanities &amp; Literature</b> HIST 101, 102; HUMN 130; LITR 201, 202, 203, 204, 205; PHIL 101, 130</p> <p><input type="checkbox"/> <b>2NS: Natural Sciences</b> BIOL 101, 110, 111, 131, 132, 171, 201, 260; CHEM 121, 122, 141, 142, 144; PHYS 110, 121, 201, 203, 251, 252, 253</p> <p><input type="checkbox"/> <b>2SS: Social Sciences</b> ECON 212, 213; GEOG 121; HIST 103, 211, 213; LANG 270; POLS 102, 150, 205; PSYC 101; SOCI 101, 201</p> <p><b>Hour totals for Tier II courses:</b></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><b>BTAS Coursework</b></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"/> POLS 488 (P2)</p> <p><input type="checkbox"/> GEOG 201 (P3)</p> <p><input type="checkbox"/> COMS 304 (B1)</p> <p><input type="checkbox"/> MGT 202 (L)</p> <p><input type="checkbox"/> MKT 202 (L)</p> <p><b>**Based on BTAS courses at WSCC, pick 2 of 4</b></p> <p><input type="checkbox"/> BUSL 255 (P1)</p> <p><input type="checkbox"/> COMS 410 (P1)</p> <p><input type="checkbox"/> HRM 320 (P3)</p> <p><input type="checkbox"/> COMS 411 (B2)</p> <p><b>**Choose the two courses based off of the categories that still need to be completed. For example: if a student chooses the two P1 course options at WSCC, they will pick the P3 and B2 options from Ohio University.</b></p>
___ 2AS	___ 2CP	___ 2FA					
___ 2HL	___ 2NS	___ 2SS					
<p><b>BTAS COURSEWORK:</b> Pick two (2)</p> <p><input type="checkbox"/> BUSM 166 (OHIO BUSL 255) P1</p> <p><input type="checkbox"/> SPCH 250 (OHIO COMS 410) P1</p> <p><input type="checkbox"/> BUSM 254 (OHIO HRM 320) P3</p> <p><input type="checkbox"/> PSYC 210 (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 &amp; applied studies degree. WSCC students may or may not have completed general education or major requirements as part of their associate degree. Students are responsible for completing all Ohio University degree requirements.</i></p>						