



Transfer Articulation Pathways (TAP)

Associate of Applied Science in Office Administration

Bachelor of Arts in Management



Associate of Applied Science in Office Administration*

ENGL-111	English Composition	3
IVYT-1XX	Student Success Elective	1-3
OFAD-103	Microsoft Word	3
OFAD-116	Essentials of Business English	3
OFAD-119	Document Processing	3
XXXX-XXX	Office Administration Statewide Elective	3
OFAD-121	Office Procedures and Team Dynamics	3
OFAD-216	Business Communications	3
OFAD-218	Microsoft Excel	3
XXXX-XXX	Office Administration Statewide Elective	3
XXXX-XXX	Office Administration Statewide Elective	3
BUSN-101	Introduction to Business	3
COMM-101	Fundamentals of Public Speaking	3
MATH-1XX	Mathematics Elective	3-4
OFAD-218	Microsoft Access	3
XXXX-XXX	Humanities/Social & Behavioral Sciences Elective	3-4
ACCT-101	Financial Accounting	3
ECON-XXX	Economic Elective	3
OFAD-221	Organizational Leadership	3
OFAD-279	Capstone Course	2
XXXX-XXX	Life/Physical Sciences Elective	3-5



Total: 60

**Courses accepted for transfer to AUC must be graded C or better.*



Bachelor of Arts in Management**

	<i>Interdisciplinary Core Courses: 7 courses = 21 credits</i>	
GNE-3210	Experience and Expression	3
GNE-3250	Modes and Methods of Learning	3
GNE-3310	Literary Analysis and Argumentation	3
GNE-3350	Culture, Conflict, and Social Research	3
GNE-3450	Foundations of Civilization	3
GNE-3510	Ecology, Technology, and Society	3
GNE-3550	Leadership	3
	<i>Major requirements: 10 courses = 30 credits</i>	
MGT-3680	Accounting/Budgeting	3
MGT-3720	Business Law	3
MGT-3830	Project Management Essentials	3
MGT-3850	Quality Management	3
MGT-3880	Contracting and Purchasing	3
MGT-3900	Human Resource Management	3
MGT-4410	Economics--Macro and Micro	3
MGT-4780	Strategic Marketing	3
MGT-4840	Ethical Issues in Management	3
MGT-4960	Organizational Behavior	3
-----	Antioch University Electives	6
PRO-4970	Senior Project	3

	60 Credits
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Degree Total: 120 Credits	

***Courses subject to change*



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