

Program Transfer Guide
Central Louisiana Tech Community College
Associate of Applied Science (AAS) in
BUSINESS OFFICE ADMINISTRATION – GEN OFFICE CONC.
→ UIU Bachelor of Science (BS) in
BUSINESS ADMINISTRATION – General Business Emphasis
MARCH 2024



Years 1 & 2 at Central Louisiana Tech Community College:

CLTCC Program Course Sequence			Course Transfers into UIU as			
Course ID	Course Name	# Cr	Course ID	Course Name	# Cr	Requirement Fulfilled
Pre-Requisite Courses						
CPTR 1002	Computer Literacy & Appl.	3	IS 102	Intro to Comp Appl & Tech	3	Gen Ed Comp Skills
KYBD 1010	Intro to Keyboarding	3	---	---	3	Free Elective
BUSE 1030	Business English	3	---	---	3	Free Elective
Core Courses for all Concentration Areas						
ORNT 1000	Freshman Seminar	1	---	---	1	Free Elective
CSRV 1000	Customer Service	3	---	---	3	Free Elective
BUSM 1050	Business Math	3	---	---	3	Free Elective
ISYS 1440	Word Processing	3	---	---	3	Free Elective
BUSI 1030	Intro to Business	3	---	---	3	Free Elective
BUSO 1100	Record & Info Mgmt	3	---	---	3	Free Elective
CTS – Customer Service Specialist						
ACCT 1100	Principles of Accounting	3	ACCT 201	Accounting Principles I	3	Business Core
ACCT 1500	Computerized Accounting	3	---	---	3	Free Elective
ISYS 1540	Advanced Word Processing	3	---	---	3	Free Elective
BUSE 1045	Business Communications	3	BA 374	Business Communications	3	Business Core
CPTR 1320	Spreadsheets	3	---	---	3	Free Elective
CTS – Administrative Assistant						
OSYS 2530	Office Procedures	3	---	---	3	Free Elective
CPTR 1420	Advanced Spreadsheets	3	---	---	3	Free Elective
	Approved Business Elective	3	---	---	3	Free Elective
	Approved Elective	3	---	---	3	Free Elective
JOBS 2450	Job Seeking Skills	2	---	---	2	Free Elective
General Education Courses						
ENGL 1010	English Composition I	3	ENG 101	English Composition I	3	Gen Ed Comm/Wrtn
	Math Elective (MATH1100)	3	MATH 107	College Algebra	3	Gen Ed Math
	Behavioral/Soc. Science Elective	3	---	---	3	Free Elective
	Natural Science Elective (BIOL 1010 or BIOL 1020 or BIOL 2200)	3	NSBI100	Natural Science Bio LL	3	Gen Ed Nat. Sci
	Humanities Elective	3		See transfer table below	3	Gen Ed Art/Humn
Total occupational course credits earned:		69	Total course credits accepted:		69	
Total transferable credits#:		69				

*UIU recommendations are **bolded**.*

Years 3 & 4 at Upper Iowa University:

UIU Program Course List		# Cr	Requirement Fulfilled	Transferred In
General Education Courses				
	any Gen Ed in Arts/Humanities	3	Gen Ed Arts/Humanities	If selected from transfer table
	any Gen Ed in Arts/Humanities	3	Gen Ed Arts/Humanities	---
ENG 101	English Composition I	3	Gen Ed Comm./Wrtn	ENGL 1010
ENG 102	English Composition II	3	Gen Ed Comm./Wrtn	---
COMM 105 OR COMM 200	Public Speaking Interpersonal Communication	3	Gen Ed Comm./Oral	OR ---
IS 102	Intro Computer Applications & Technology	3	Gen Ed Computer Skills	CPTR 1002
	any Gen Ed in Natural Science	3	Gen Ed Natural Science	BIOL 1010, BIOL 1020 or BIOL 2200
	any Gen Ed in Natural Science	3	Gen Ed Natural Science	---
	any Gen Ed in Social Science	3	Gen Ed Social Science	ECON 160
	any Gen Ed in Social Science	3	Gen Ed Social Science	ECON 161
	any Gen Ed in Cultures	3	Gen Ed Cultures	---
Prerequisites				
MATH 105 OR MATH 107	College Mathematics w/ Applications OR College Algebra	3	Gen Ed Math & Prereq. for BA 256 or MATH 220	MATH 1100 (If selected)
Business Core Courses				
ECON 160	Principles of Microeconomics	3	Business Core	---
ECON 161	Principles of Macroeconomics	3	Business Core	---
ACCT 201	Accounting Principles I	3	Business Core	ACCT 1100
ACCT 202	Accounting Principles II	3	Business Core	---
MKT 208	Marketing Principles	3	Business Core	---
BA 210	Management Principles	3	Business Core	---
BA 222	Management Information Systems	3	Business Core	---
BA 256 OR MATH 220	Quantitative Analysis for Business I Elementary Statistics	3	Business Core/Gen Ed Math	---
BA 302	Business Law and Ethics	3	Business Core	---
FIN 341	Corporate Financial Management	3	Business Core	---
BA 356	Quantitative Analysis for Business II	3	Business Core	---
BA 374	Business Communication	3	Business Core	BUSE 1045
BA 460	Strategic Management	3	Business Core	---
Major Courses				
BA 361	Human Resource Management	3	Major	---
BA 370	Entrepreneurship and Small Bus Mgmt	3	Major	---
BA 423	Production & Operations Management	3	Major	---
Complete four 300-400 level Business courses (ACCT, BA, ECON, FIN, HSA, MKT, SA, SCM), with at least two at the 400-level.		12	Emphasis	---
Total additional credits needed at UIU to complete degree:		69		
Total transferable credits from CLTCC:		69		
Total Earned Credits:		138		

Courses to be taken at Upper Iowa University



~~ NOTES ~~

LEGEND:

- #Transfer grades lower than a C- will not be accepted.
- **Bolded** text indicates UIU recommendations.
- *Grayed out text* indicates courses fulfilled through transfer. Strikethrough indicates specific course if within grouping.

A minimum of 120 semester credits is required for a baccalaureate degree; up to 78 lower-division college semester credits from Central Louisiana Tech Community College. A minimum of 30 credits must be upper-division credits for a UIU baccalaureate degree; lower-division transfer work from Central Louisiana Tech Community College does not contribute to the upper-division credit requirement at UIU.

This program transfer guide is based on the June 2022 course-to-course articulation (UIU 2023-24 catalog & CLTCC 2023-24 catalog).

Every effort has been made to ensure the accuracy and completeness of this program articulation. The office of the Registrar of Upper Iowa University reserves the right to make corrections, additions, and deletions as necessary.

Elective Transfer Table

CLTCC ELECTIVES			Transfers as UIU Course			
Course Id	Course Name	# Cr	Course Id	Course Name	# Cr	Requirement Fulfilled
Humanities						
ARTS 1200	Intro to Fine Arts	3	ART 100	Introduction to Art	3	Gen Ed Art/Humn
ENGL 2110	Intro to Fiction	3	HUMN100	Humanities Gen Ed LL	3	Gen Ed Art/Humn
MUSC 1200	Music Appreciation	3	HUMN100	Humanities Gen Ed LL	3	Gen Ed Art/Humn
SPAN 1010	Elementary Spanish I	3	SPN 101	Beginning Spanish I	3	Gen Ed Art/Humn
SPAN 1020	Elementary Spanish II	3	SPN 102	Beginning Spanish II	3	Gen Ed Art/Humn
THTR 1020	Intro to Theatre	3	THE 110	Intro to Theatre	3	Gen Ed Art/Humn

Maximize Your Transfer to UIU

Take up to 9 credits to fulfill general education and business core requirements.

Choose up to 9 additional credits at Central Louisiana Tech Community College to transfer into Upper Iowa University to fulfill general education and business core requirements. Talk with your advisors to ensure additional courses will fit with your degree plan and financial aid requirements.

Choose up to 9 credits from the following areas:

- Arts/Humanities General Education Requirement – up to 3 credits
- Communication (Oral) General Education Requirement – up to 3 credits
- Communication (Written) General Education Requirement – up to 3 credits
- Natural Science General Education Requirement – up to 3 credits
- Cultures General Education Requirement – up to 3 credits
- Business Core Requirement – up to 6 credits