

## Program Transfer Guide

Hawkeye Community College Associate in Applied Science (AAS) in

**ADMINISTRATIVE OFFICE MANAGEMENT**

→ UIU Bachelor of Science (BS) in

**BUSINESS ADMINISTRATION – General Business Emphasis**

**MAY 2025**



### Years 1 & 2 at Hawkeye Community College:

HCC Program Course Sequence			Course Transfers into UIU as			
Course ID	Course Name	# Cr	Course ID	Course Name	# Cr	Requirement Fulfilled
<b>Term 1</b>						
BCA-132	Electronic Communications	3	----	----	3	Free Elective
BUS-102	Introduction to Business	3	----	----	3	Free Elective
CSC-110	Introduction to Computers	3	IS 102	Intro to Comp Tech/App	3	Prreq to BA 256
MAT-772 OR XXX-XXX	Applied Math OR Math Elective ( <b>MAT-156</b> )	3 OR 3	----	----	3 OR 3	Free Elective OR <b>PPE QR &amp; Bus Core</b>
MGT-181	Customer Service Strategies	2	----	----	2	Free Elective
SDV-108	The College Experience	1	FYS 120/122	First Year Seminar	1	PPE FYS 120/122
<b>Term 2</b>						
ACC-115 OR <b>ACC-152</b>	Introduction to Accounting OR <b>Financial Accounting</b>	4 OR 4	----	----	4 OR 4	Free Elective OR <b>PPE QR &amp; Bus Core</b>
ADM-164	Administrative Office App	3	----	----	3	Free Elective
BUS-180	Business Ethics	3	BA 225	Business Ethics	3	Free Elective
ENG-105	Composition I	3	ENG 101	English Composition I	3	PPE ENG 101
MGT-101	Principles of Management	3	BA 210	Management Principles	3	Business Core
<b>Term 3</b>						
BUS-183	Business Law	3	BA 302	Business Law & Ethics	3	Business Core
BUS-295	Workplace Professionalism	2	----	----	2	Free Elective
MGT-170	HR Management	3	BA 361	HR Management	3	Major
PSY-102 OR <b>PSY-111</b> OR <b>SOC-110</b>	Human and Work Relations OR <b>Introduction to Psychology</b> OR <b>Introduction to Sociology</b>	3 OR 3 OR 3	----	----	3 OR 3 OR 3	Free Elective OR <b>PPE Social Science</b> OR <b>PPE Social Science</b>
SPC-101	Fund of Oral Communication	3	COMM 105	Public Speaking	3	PPE COMM 105
Admin Office Mgmt Elective ( <b>ENG-106</b> )		3	<b>ENG 102</b>	<b>English Composition II</b>	3	<b>PPE ENG 102</b>
<b>Term 4</b>						
BCA-213	Inter Comp Bus App	3	IS 102	Intro to Comp Tech/App	3	Prreq to BA 256
MGT-121	Project Management Basics	3	----	----	3	Free Elective
MGT-142	Prob/Issues Supv. & Mgmt	3	BA 362	Supervision	3	Free Elective
SOC-205	Identity & Inequity in US Soc.	3	SOC 240	Diversity in the US	3	PPE DEI
Admin. Office Mgmt Elective ( <b>ECN-130</b> )		3	<b>ECN-130</b>	<b>Principles of Microecon.</b>	3	<b>PPE Civ/Ethics &amp; Business Core</b>
Total occupational course credits earned:		63	Total course credits accepted:		63	
Total transferable credits#:		63	UIU recommendations are <b>bolded</b> .			

### Years 3 & 4 at Upper Iowa University:

Courses to be taken at Upper Iowa University	UIU Program Course List		# Cr	Requirement Fulfilled	Transferred In
	Peacock Professional Experience (PPE) Courses				
	FYS 120 OR FYS 122	First Year Seminar (Fayette) First Year Seminar (Online/Self-Paced)	3	Success in Higher Education	SDV-108
	ENG 101	English Composition I	3	PPE Prof Comm/Wrtn (PW)	ENG-105
	ENG 102	English Composition II	3	PPE Prof Comm/Wrtn (PW)	ENG-106
	COMM 105 OR COMM 200	Public Speaking OR Interpersonal Communication	3	PPE Prof Comm/Oral (PC)	SPC-101
		any Diversity, Equity & Inclusion	3	PPE Divers., Equity & Inclusion (DEI)	SOC-205
		any Quantitative Reasoning	3	PPE Quantitative Reasoning (QR)	<i>in major</i>
		any Science	3	PPE Science (SCI)	---
		any Social Science	3	PPE Social Science (SSCI)	PSY-111 or SOC-110
		any Civics, Ethics & Citizenship	3	PPE Civics, Ethics & Citizenship (CIV)	ECON 160
		any Creative Expression	3	PPE Creative Expression (CREX)	---
	Prerequisites				
	MATH 105 OR MATH 107	College Mathematics w/ Applications OR College Algebra	3	PPE QR & Prereq. for BA 256 or MATH 220 & ACCT 201	MAT-156
	IS 102	Computer Applications and Technology	3	Prereq. For BA 256	CSC-110 & BCA-213
	Business Core Courses				
	ECON 160	Principles of Microeconomics	3	Business Core/PPE CIV	ECN-130
	ECON 161	Principles of Macroeconomics	3	Business Core	---
	ACCT 201	Accounting Principles I	3	Business Core/PPE QR	ACC-152
	ACCT 202	Accounting Principles II	3	Business Core	---
	MKT 208	Marketing Principles	3	Business Core	---
	BA 210	Management Principles	3	Business Core	MGT-101
	BA 222	Management Information Systems	3	Business Core	---
	BA 256 OR MATH 220	Quantitative Analysis for Business I OR Elementary Statistics	3	Business Core/PPE QR	MAT-156
	BA 302	Business Law and Ethics	3	Business Core	BUS-183
	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	---
	BA 460	Strategic Management	3	Business Core	---
	Major Courses				
	BA 361	Human Resource Management	3	Major	MGT-170
	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	---
	Additional Electives				
	Electives		9	Degree Requirements	---
Total additional credits needed at UIU to complete degree:		57			
Total transferable credits from HCC:		63			
Total Earned Credits:		120			



Program Transfer Guide – HCC ADMINISTRATIVE OFFICE MANAGEMENT → UIU BUSINESS ADMINISTRATION – General Business  
Emphasis – May 2025

~~ 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 Hawkeye Community College. A minimum of 30 credits must be upper-division credits for a UIU baccalaureate degree; lower-division transfer work from Hawkeye Community College does not contribute to the upper-division credit requirement at UIU.

*This program transfer guide is based on the December 2024 course-to-course articulation (UIU 2024-25 catalog & HCC 2024-25 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.

<b><i>Elective Transfer Table</i></b>						
<b>HCC ELECTIVES</b>			<b>Transfers as UIU Course</b>			
Course Id	Course Name	# Cr	Course Id	Course Name	# Cr	Requirement Fulfilled
<b>Administrative Office Management Electives</b>						
ACC-160	Payroll Accounting	2	----	----	2	Free Elective
ACC-310	Computer Accounting	2	----	----	2	Free Elective
BUS-903	Business Field Experience	3	----	----	3	Free Elective
ECN-120	Principles of Macroeconomics	3	ECON-161	Principles of Macroecon.	3	Business Core
<b>ECN-130</b>	<b>Principles of Microeconomics</b>	<b>3</b>	<b>ECON-160</b>	<b>Principles of Microecon.</b>	<b>3</b>	<b>PPE Civ/Ethics &amp; Business Core</b>
<b>ENG-106</b>	<b>Composition II</b>	<b>3</b>	<b>ENG 102</b>	<b>English Composition II</b>	<b>3</b>	<b>PPE ENG 102</b>
MAP-402	Medical Law & Ethics	2	----	----	2	Free Elective
<b>Math Electives</b>						
MAT-110	Math for Liberal Arts	3	MATH 101	Math for Liberal Arts	3	PPE Quant Reason.
MAT-121	College Algebra	4	MATH 107	College Algebra	4	PPE Quant Reason.
MAT-128	Precalculus	4	MATH 107	College Algebra	4	PPE Quant Reason.
MAT-134	Trig & Analytic Geometry	3	MATH 115	Trig & Analytics Geometry	3	PPE Quant Reason.
<b>MAT-156</b>	<b>Statistics</b>	<b>3</b>	<b>MATH 220</b>	<b>Elementary Statistics</b>	<b>3</b>	<b>PPE QR &amp; Bus Core</b>
MAT-210	Calculus I	4	MATH 120	Calculus	4	PPE Quant Reason.
MAT-216	Calculus II	4	MATH 200	Calculus II	4	PPE Quant Reason.

## Maximize Your Transfer to UIU

*Take up to 15 credits to fulfill the Peacock Professional Experience (PPE), Business Core, and Elective Requirements.*

Choose up to 15 additional credits at Hawkeye Community College to transfer into Upper Iowa University to fulfill PPE, Business Core, and Elective requirements. Talk with your advisors to ensure additional courses will fit with your degree plan and financial aid requirements.

**Choose up to 15 credits from the following areas:**

- Creative Expression PPE Requirement – up to 3 credits
- Science PPE Requirement – up to 3 credits
- Business Core Requirements – up to 12 credits (ACCT 202, ECON 161, MKT 208 & BA 222)
- Elective Requirements – up to 9 credits