

Program Transfer Guide

Hawkeye Community College Associate in Applied Science (AAS) in

ADMINISTRATIVE OFFICE MANAGEMENT

→ UIU Bachelor of Science (BS) in

MANAGEMENT

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 |
| Term 1 | | | | | | |
| 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 | Prereq to BA 256 |
| MAT-772 | Applied Math | 3 | ---- | ---- | 3 | Free Elective |
| OR | OR | OR | OR | OR | OR | OR |
| XXX-XXX | Math Elective (MAT-156) | 3 | MATH 220 | Elementary Statistics | 3 | PPE QR & Bus Core |
| 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 |
| Term 2 | | | | | | |
| ACC-115 | Introduction to Accounting | 4 | ---- | ---- | 4 | Free Elective |
| OR | OR | OR | OR | OR | OR | OR |
| ACC-152 | Financial Accounting | 4 | ACCT 201 | Accounting Principles I | 4 | PPE QR & Bus Core |
| 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 |
| Term 3 | | | | | | |
| 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 | Human and Work Relations | 3 | ---- | ---- | 3 | Free Elective |
| OR | OR | OR | OR | OR | OR | OR |
| PSY-111 | Introduction to Psychology | 3 | PSY 190 | General Psychology | 3 | PPE Social Science |
| OR | OR | OR | OR | OR | OR | OR |
| SOC-110 | Introduction to Sociology | 3 | SOC 110 | Principles of Sociology | 3 | PPE Social Science |
| SPC-101 | Fund of Oral Communication | 3 | COMM 105 | Public Speaking | 3 | PPE COMM 105 |
| Admin Office Mgmt Elective (ENG-106) | | 3 | ENG 102 | English Composition II | 3 | PPE ENG 102 |
| Term 4 | | | | | | |
| BCA-213 | Inter Comp Bus App | 3 | IS 102 | Intro to Comp Tech/App | 3 | Prereq to BA 256 |
| MGT-121 | Project Management Basics | 3 | ---- | ---- | 3 | Free Elective |
| MGT-142 | Prob/Iss. In Supv. & Mgmt | 3 | BA 362 | Supervision | 3 | Major |
| SOC-205 | Identity & Inequity in US Soc. | 3 | SOC 240 | Diversity in the US | 3 | PPE DEI |
| Admin. Office Mgmt Elective (ECN-130) | | 3 | ECN-130 | Principles of Microecon. | 3 | PPE Civ/Ethics & Business Core |
| Total occupational course credits earned: | | 63 | Total course credits accepted: | | 63 | |
| Total transferable credits#: | | 63 | UIU recommendations are bolded . | | | |

Years 3 & 4 at Upper Iowa University:

| Courses to be taken at Upper Iowa University | UIU Program Course List | | # Cr | Requirement Fulfilled | Transferred In |
|--|--|--|-------------------------|--|--------------------|
| | General Education 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 with 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 317 | International Management | 3 | Major | --- |
| | BA 361 | Human Resources Management | 3 | Major | MGT-170 |
| | BA 403 OR BA 499 OR BA 454 | Internship OR Special Project OR Management Cases | 3 | Major | --- |
| | BA 423 | Production & Operations Management | 3 | Major | --- |
| | <i>Two of the following:</i> | | 6-3 | Major | MGT-142 |
| | BA 362 Supervision | BA 474 | Organizational Behavior | | |
| | BA 365 | Leadership Theory | BA 367 | Cross-Cultural Leadership | |
| | BA 370 | Entrepreneurship & Small Bus. Mgmt | BA 411 | Labor Relations & Negotiation | |
| | BA 415 | Cross-Cultural Negotiations | ACCT 422 | Cost Accounting | |

| | | | |
|--|------------|---------------------|-----|
| Additional Electives | | | |
| Upper-Division Electives | 6 | Degree Requirements | --- |
| Electives | 9 | Degree Requirements | --- |
| Total additional credits needed at UIU to complete degree: | 57 | | |
| Total transferable credits from HCC: | 63 | | |
| Total Earned Credits: | 120 | | |

~~ 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.

| <i>Elective Transfer Table</i> | | | | | | |
|---|-------------------------------------|----------|--------------------------------|---------------------------------|----------|---|
| HCC ELECTIVES | | | Transfers as UIU Course | | | |
| Course Id | Course Name | # Cr | Course Id | Course Name | # Cr | Requirement Fulfilled |
| Administrative Office Management Electives | | | | | | |
| 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 |
| ECN-130 | Principles of Microeconomics | 3 | ECON-160 | Principles of Microecon. | 3 | PPE Civ/Ethics & Business Core |
| ENG-106 | Composition II | 3 | ENG 102 | English Composition II | 3 | PPE ENG 102 |
| MAP-402 | Medical Law & Ethics | 2 | ---- | ---- | 2 | Free Elective |
| Math Electives | | | | | | |
| 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. |
| MAT-156 | Statistics | 3 | MATH 220 | Elementary Statistics | 3 | PPE QR & Bus Core |
| 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