

## Program Transfer Guide

**Hawkeye Community College Associate in Applied Science (AAS) in  
Administrative Office Management  
→ UIU Bachelor of Science (BS) in  
BUSINESS ADMIN. – General Business Emphasis  
MARCH 2023**



### 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
BCA-205 OR <b>CSC-110</b>	Database/Spreadsheets OR <b>Intro to Computers</b>	3	---	---	3	Free elective OR <b>Gen Ed Comp. Skills</b>
BUS-102	Introduction to Business	3	----	----	3	Free elective
BUS-108	Bus. College Experience	1	----	----	1	Free elective
MAT-772 OR <b>MAT-156</b>	Applied Math OR <b>MATH ELECTIVE</b>	3	----	OR <b>MATH 220</b> <i>See Transfer Table A</i>	3	Free elective OR <b>Gen Ed. Math &amp; Major</b>
MGT-181	Customer Service Strat.	2	----	----	2	Free elective
<b>Term 2</b>						
ACC-115 OR <b>ACC-131</b>	Introduction to Accounting OR <b>Principles of Accounting I</b>	4	----	OR <b>ACCT 201</b> <b>Accounting Principles I</b>	4	Free elective OR <b>Major</b>
ADM-164	Admin. Office Applications	3	----	----	3	Free elective
BUS-180	Business Ethics	3	----	----	3	Free elective
ENG-105	Composition I	3	ENG 101	English Composition I	3	Gen Ed Comm/Wrtn
MGT-101	Principles of Management	3	BA 210	Management Principles	3	Major
<b>Term 3</b>						
BUS-183	Business Law	3	BUS 302	Business Law & Ethics	3	Major
BUS-295	Workplace Professionalism	2	----	----	2	Free elective
MGT-170	Human Resource Mgmt.	3	BA 361	Human Resource Mgmt	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 <b>PSY 190</b> OR <b>SOC 110</b>	----- OR <b>General Psychology</b> OR <b>Principles of Sociology</b>	3	Free elective OR <b>Gen Ed. Soc. Sci</b>
SPC-101	Fund. of Oral Comm	3	COMM 105	Public Speaking	3	Gen Ed Comm/Oral
Term 3 Elective (ENG-106)		3	ENG 102	<i>See Transfer Table A</i>	3	Gen Ed Comm/Wrtn
<b>Term 4</b>						
BCA-213	Intermediate Computer Business Applications	3	----	----	3	Free elective
MGT-121	Project Mgmt. Basics	3	----	----	3	Free elective
MGT-142	Problems and Issues in Supervision and Mgmt	3	BA 362	Supervision	3	Free elective
SOC-205	Identity and Inequity in US Society	3	SOC 240	Diversity in the US	3	Gen Ed Cultures
Term 4 Elective (ECN-130)		3	ECON 160	<i>See Transfer Table A</i>	3	Major
Total occupational course credits earned:		62	Total course credits accepted:		62	
Total transferable credits#:		62	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
	General Education Courses				
		any Gen Ed in Arts/Humanities	3	Gen Ed Arts/Humanities	---
		any Gen Ed in Arts/Humanities	3	Gen Ed Arts/Humanities	---
	ENG 101	English Composition I	3	Gen Ed Comm./Wrtn	ENG-105
	ENG 102	English Composition II	3	Gen Ed Comm./Wrtn	ENG-106
	COMM 105	Public Speaking	3	Gen Ed Comm./Oral	SPC-101
	IS 102	Intro Computer Applications & Technology	3	Gen Ed Computer Skills	CSC-110
		any Gen Ed in Natural Science	3	Gen Ed Natural Science	---
		any Gen Ed in Natural Science	3	Gen Ed Natural Science	---
		any Gen Ed in Social Science	3	Gen Ed Social Science	PSY-111 or SOC-110
		any Gen Ed in Social Science	3	Gen Ed Social Science	ECON 160
		any Gen Ed in Cultures	3	Gen Ed Cultures	SOC-205
	Business Core Courses				
	ECON 160	Principles of Microeconomics	3	Business Core	ECN-130
	ECON 161	Principles of Macroeconomics	3	Business Core	---
	ACCT 201	Accounting Principles I	3	Business Core	ACC-131
	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 302	Business Law and Ethics	3	Business Core	BUS-183
	FIN 341	Corporate Financial Management	3	Business Core	---
	MATH 220	Elementary Statistics	3	Business Core	MAT-156
	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 325	New Venture Creation	3	Major	---
	BA 361	Human Resource Management	3	Major	MGT-170
	BA 423	Production & Operations Management	3	Major	---
	With academic advisor, choose five 300-400 level Business courses, at least two at the 400 level.		15	Emphasis	
Additional Elective Credits		1			
Total additional credits needed at UIU to complete degree:		58			
Total transferable credits from HCC:		62			
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.

Program Transfer Guide – HCC Administrative Office Management → UIU BUSINESS ADMIN. – General Business Emphasis – March 2023

Students who transfer to UIU with a completed Associate of Arts (AA) or Associate of Science (AS) degree in liberal arts from Hawkeye Community College, will be considered to have fulfilled all lower-division Upper Iowa University general education requirements.

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 March 2023 course-to-course articulation (UIU 2022-23 catalog & HCC 2022-23 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>Transfer Table A</b>						
<b>HCC ELECTIVES</b>			<b>Transfers as UIU Course</b>			
Course Id	Course Name	# Cr	Course Id	Course Name	# Cr	Requirement Fulfilled
<b>Term 3 &amp; Term 4 Electives</b>						
ACC-160	Payroll Accounting	2	-----	-----	2	Free elective
ACC-310	Computer Accounting	2	-----	-----	2	Free elective
ADM-108	Keyboarding Skill Development	1	-----	-----	1	Free elective
BUS-903	Business Field Experience	3	-----	-----	3	Free elective
ECN-120	Principles of Macroeconomics	3	ECON 161	Principles of Macroeconomics	3	Major
<b>ECN-130</b>	<b>Principles of Microeconomics</b>	<b>3</b>	<b>ECON 160</b>	<b>Principles of Microeconomics</b>	<b>3</b>	<b>Major</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>Gen Ed Comm/Wrtn</b>
MAP-402	Medical Law & Ethics	2	-----	-----	2	Free elective
<b>Math electives</b>						
MAT-110	Math for Liberal Arts	3	-----	-----	2	Free elective
MAT-121	College Algebra	4	MATH 107	College Algebra	4	Gen Ed Mathematics
MAT-128	Precalculus	4	MATH 107	College Algebra	4	Gen Ed Mathematics
MAT-134	Trigonometry & Analytic Geometry	3	MATH 115	Trigonometry & Analytic Geometry	3	Gen Ed Mathematics
<b>MAT-156</b>	<b>Statistics</b>	<b>3</b>	<b>MATH 220</b>	<b>Elementary Statistics</b>	<b>3</b>	<b>Gen Ed Math &amp; Major</b>
MAT-210	Calculus I	4	MATH 120	Calculus I	4	Gen Ed Mathematics
MAT-216	Calculus II	4	MATH 200	Calculus II	4	Free elective
MAT-219	Calculus III	4	MATH 215	Multivariable Calculus	4	Free elective

## Maximize Your Transfer to UIU

*Take up to 16 credits to fulfill general education and business core requirements.*

Choose up to 16 additional credits at Hawkeye Community College to transfer into Upper Iowa University to fulfill general education and business core requirements. View the Additional Elective Transfer Guide list below for course selection and recommendations. Talk with your advisors to ensure additional courses will fit with your degree plan and financial aid requirements.

**Choose up to 16 credits from the following areas:**

- Arts/Humanities General Education Requirement – up to 6 credits
- Natural Science General Education Requirement – up to 6 credits
- Business Core Requirement – up to 12 credits
- Free elective – up to 1 credit