

**Ivy Tech Community College A.S. in Office Administration
For Articulation with Indiana University-Purdue University Fort Wayne
B.S. in Organizational Leadership and Supervision**

Students enrolled in the A.S. in Office Administration program at Ivy Tech Community College are required to complete the following sequence of courses.

General Education Courses	Credits	Professional Education Courses	Credits
CINS 101 Introduction to Computers	3	ACCT 101 Financial Accounting	3
COMM 101 Fundamentals of Public Speaking	3	BUSN 102 Business Law	3
ECON 101 Economics Fundamentals	3	BUSN 202 Human Resource Management	3
ENGL 111 English Composition	3	BUSN 208 Organizational Behavior	3
Humanities Elective (see approved class list on back)	3	OFAD 207 Integrated Applications	3
MATH 118 Concepts in Mathematics or MATH 131 Algebra & Trigonometry I	3	OFAD 216 Business Communications	3
PSYC 101 Introduction to Psychology	3	OFAD 221 Organizational Leadership	3
Science Elective (see approved class list on back)	3	OFAD 130 Quality and Customer Service	3
SOCI 111 Introduction to Sociology	3	OFAD 218 Spreadsheets	3
IVYT 1XX Life Skills Elective (effective fall '07)	1	OFAD 222 Database Application	3
		OFAD 110 Presentation Graphics	3
		OFAD 114 Desktop Publishing	3
Total credits for the A.S. degree	64		

When all required courses are completed, all program requirements are successfully met, and the student graduates with an A.S. in Office Administration, the following courses must be completed at IPFW to earn a B.S. in Organization Leadership and Supervision

General Education Courses	Credits	Professional Education Courses ²	Credits
ENG W233 Intermediate Expository Writing ¹	3	OLS 274 Applied Leadership	3
Choose one of the following: COM 303 Intercultural Communication COM 323 Business and Professional Speaking COM 324 Introduction to Organizational Communication	3	OLS 375 Training Methods	3
		OLS 454 Gender and Diversity in Management	3
SPEA K300 Statistical Techniques or BUS A202 Principles of Managerial Accounting	3	OLS 474 Conference Leadership	3
Natural and Physical Science (IPFW Area II)	3	OLS 475 Contemporary Supervisory Training Issues	3
Humanistic Thought (IPFW Area IV)	3	OLS 485 Leadership for Team Development	3
Creative and Artistic Expression (IPFW Area V)	3	OLS 486 Leadership: Management of Change	3
Inquiry and Analysis (IPFW Area VI)	3	OLS electives	9
		Unrestricted Electives	9
Total credits for B.S. (includes A.S. credits)	123		

¹Must complete with a grade of C or better

²Need a grade of C or above in all OLS courses.

Ivy Tech Humanities Electives Approved for Transfer to IPFW

<u>Course Number/Title</u>	<u>Credit Hours</u>
ARTH 101 Survey of Art & Culture I	3
ARTH 102 Survey of Art & Culture II	3
ARTH 110 Art Appreciation	3
ENGL 220 Introduction to World Literature 1	3
ENGL 221 Introduction to World Literature 2	3
ENGL 222 American Literature 1	3
ENGL 223 American Literature 2	3
ENGL 224 Survey of English Literature I	3
ENGL 225 Survey of English Literature II	3
HUMA 100 Theatre Appreciation	3
HUMA 118 Music Appreciation	3
PHIL 101 Introduction to Philosophy	3
PHIL 102 Introduction to Ethics	3
PHIL 213 Logic	3
PHIL 220 Philosophy of Religion	3

Ivy Tech Science Electives Approved for Transfer to IPFW

<u>Course Number/Title</u>	<u>Credit Hours</u>
ASTR 101 Solar System Astronomy	3
BIOL 101 Introduction to Biology	3
CHEM 101 Introductory Chemistry I	3
PHYS 101 Physics I*	4
PHYS 102 Physics II*	4
SCI 111 Physical Science	3

*Transfers as undistributed credit unless both part I and II are taken. Undistributed credit does fulfill the science requirement for this degree.