

**Jefferson Community College Office Technologies-Administrative Assistant A.A.S. Degree
to Excelsior College Bachelor of Professional Studies in Business and Management**
Revision: January 2013

This program plan outlines how students can transfer from the **State University of New York Jefferson Office Technologies-Administrative Assistant A.A.S.** program to the **Excelsior College Bachelor of Professional Studies in Business and Management** program. Upon completion of the **A.A.S.**, the following credits will apply for students enrolling in the **B.S. in Business** program.

Jefferson Community College Requirements	Semester Hours	Excelsior College Requirements	Semester Hours
OFC 122: Intermediate Keyboarding	2	Additional Credit Component (Electives)	23
OFC 126: Business Communications	3		
OFC 211: Administrative Software Applications	3		
OFC 222: Integrated Business Applications	3		
OFC 226: Administrative Correspondence	3		
OFC 275: Office Technologies Internship	3		
OFC 225: Administrative Support Services	3		
BUS 228: Administrative Office Management	3		
Business Elective	3	Professional Component Elective	3
ACC 100: Office Acct. or ACC 101: Acct. Principles	3	Accounting (ACC 211: Financial Accounting)	3
BUS 116: Applied Business Mathematics	3	Professional Component Elective	3
BUS 125: Managing Information in the Workplace	3	Computers Course	3
BUS 160: Spreadsheet Applications	3	Professional Component Elective	3
Business/CIS elective	2	Additional Credit Component (Electives)	2
English 101: Research and Composition	3	Written English Requirement	3
Liberal Arts Electives	6	Additional Credit Component (Electives)	6
Science Elective	3	Natural Science	3
Science or Math*	3	Mathematics Elective	3
Social Science Elective	3	Social Science/History Requirement	3
STA 151: Public Speaking or STA 161: Interpersonal Communication	3	Humanities Requirement	3
Physical Education	2	Additional Credit Component (Electives)	2
Total Credits Accepted From Associate's	63	Total Credits Accepted From Associate's	63

Credits Beyond The Associate's That Can Be Transferred OR Taken At Excelsior

Jefferson Community College	Semester Hours	Excelsior College Requirements
ENG 102: Literature and Composition	3	ENG 102: English Composition II
MTH 144 Elem Stat or MTH 185 Precalculus*	3	College Algebra or Statistics
BUS 124: Marketing I	3	BUS 351: Marketing Concepts and Applications
Business Elective	3	Professional Component Elective
BUS 131: Principles of Management	3	BUS 341: Management Concepts and Applications
BUS 221: Human Resource Management	3	BUS 312: Managing Human Resources
Electives	5	Additional Credit Component (electives)
Total Additional Credits	23	

* Excelsior College requires credits in a Math Elective and a course in College Algebra at the level of Pre-Calculus or above (or Statistics). Depending on what the student takes at their home institution, they may still need to take these courses for Excelsior College requirements.

Credits To Be Taken At Excelsior College *

Excelsior College Requirements	Semester Hours
Upper Level Arts/Science Courses (to include 3 credits in Humanities, 3 in Social Sciences/History, and 3 in Ethics)	9
Upper Level Additional Credit Component (electives)	6
INL 102: Information Literacy	1
IT 390: Project Management	3
BUS 311: Organizational Behavior	3
BUS 452: Business Leadership	3
BUS 350: Principles of Finance	3
BUS 435: International Business	3
BUS 490: Integrated Business and Management Assessment	3
Total Credits	34

* The above credits (with the exception of the **Capstone** course) may also be transferred in or taken at another 4-year regionally accredited institution.

Evaluation Summary	Semester Hours
Credits Accepted from Associate's Degree	63
Additional Credits Beyond the Associate's Degree	23
Credits from Excelsior *	34
Total Credits Required for Bachelor's Degree	120

* Students are required to take a minimum of **12.00 credits** from Excelsior to qualify for partner pricing.

NOTE: Excelsior College reviews every student individually and this guide is just a sample scenario. Actual requirements will be dependent on the courses a student transfers to Excelsior.