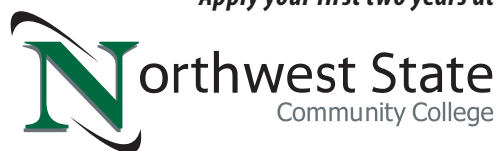# Associate of Applied Business in Office Administrative Services: Office Administration Transfer to Bachelor of Science, Integrated Business Major

Apply your first two years at Northwest State to your Bachelor's degree at Lourdes!

Northwest State Community College   **LOURDES** UNIVERSITY

2 + 2 PATHWAY

NSCC – 1ST SEMESTER

Course	Description
CIS 104	Desktop Management
CIS 112	Microsoft Word
CIS 119	PowerPoint
ENG 111	Composition I
OAS 101	Business Document Formatting & Skillbuilding
OAS 110	Records Management

NSCC – 2ND SEMESTER

Course	Description
CIS 113	Microsoft Excel
CIS 117	Microsoft Publisher
CIS 118	Access
ENG 112	Composition II
OAS 102	Advanced Business Document Formatting & Skillbuilding
OAS 105	Document Editing and Proofreading
OAS 160	Administrative Technology & Procedures

NSCC – 3RD SEMESTER

Course	Description
OAS 200	Speedbuilding
ACC 111	Financial Accounting (Accounting Elective)
PHI Course	(Humanities Elective)
MGT 110	Management (Management Elective)
STA 120	Intro Statistics (Mathematics Elective)
	Natural Science Elective

NSCC – 4TH SEMESTER

Course	Description
BUS 211	Business Communications
OAS 230	Transcription
OAS 249	Advanced Microsoft Suite
OAS 291	Internship I
	Business Elective
HIS Course	(Social Behavioral Science Elective)

LOURDES – 5TH SEMESTER

Course	Description
BUS 101	Business Principles
ENG 352	Professional Writing
MTH 111	Fundamental Concepts of Math
	Literature Course
	Theology Course

LOURDES – 6TH SEMESTER

Course	Description
BUS 202	Accounting II
BUS 204	Marketing Concepts
BUS 254	Macroeconomics
BUS 320	International Business
	Fine Arts Course

LOURDES – 7TH SEMESTER

Course	Description
BUS 255	Microeconomics
BUS 340	Business Internship
BUS 430	Business Ethics
	Theology Course
	BUS/ACC/HRM/HCA/MKT Elective

LOURDES – 8TH SEMESTER

Course	Description
BUS 304	Corporate Finance
BUS 330	Legal Environment of Business
BUS 490	Business Policy
	Enduring Questions Course
	BUS/ACC/HRM/HCA/MKT Elective

This 2 + 2 Pathway is based on the 2018-2019 Lourdes University Catalog. Students entering Lourdes University under a different catalog may be subject to changes in program requirements.

For more information please contact the Office of Admissions
419-885-5291 • 800-878-3210, ext. 5291