

Gadsden State Community College

Transfer Pathway with Jacksonville State University

Articulation Agreement for Office Administration – General and Integrated Studies

This chart reflects current curriculum for the A.A.S. in Office Administration – General and the Bachelor of Arts degree in Integrated Studies.

Gadsden State Community College

Office Administration – General A.A.S.

This chart shows how the GSCC hours will be articulated toward the BA in Integrated Studies.

GSCC Item#	GSCC Course Title	GSCC Hours	JSU Articulated Course*	JSU Hours
Area I – Written Composition				
ENG 101	English Composition I	3	EH 101	3
ENG 102	English Composition	3	EH 102	3
Area II – Humanities and Fine Arts				
	Humanities/ Fine Arts Elective	3	Fine Art or Humanities	3
Area III – Natural Sciences and Mathematics				
BIO 103	Principles of Biology	4	BY 101 and BY 103	4
	MTH 100 or MTH 116	3	MS 100 or GE 100+ Elective	3
Area IV – History, Social, and Behavioral Sciences				
ECO 231	Principles of Macroeconomics	3	EC 222	3
Area V – Professional, Major, and Elective Courses: GENERAL				
ACT 249	Payroll Accounting	3		
BUS 215	Business Communication	3	General Elective 100+	3
BUS 241	Principles of Accounting I	3	ACC 200	3
BUS 263	The Legal and Social Environment of Business	3	FIN 292	3
CIS 146	Computer Applications	3	CS 201	3
CIS 147	Advanced Computer Applications	3	CS 100+ - Computer Science Elective	3
	OAD 101 or OAD Elective**	3	INS 100+ Elective	3**
OAD 103	Intermediate Keyboarding	3	INS 100+ Elective	3
OAD 104	Advanced Keyboarding	3	INS 100+ Elective	3
OAD 125	Word Processing	3	INS 100+ Elective	3
OAD 126	Advanced Word Processing	3	INS 100+ Elective	3
OAD 134	Career and Professional Development	3	INS 100+ Elective	3
OAD 218	Office Procedures	3	INS 200+ Elective	3
	OAD 241 or OAD 242	3		
OAD 243	Spreadsheet Applications	3	INS 200+ Elective	1
ORI 101	Orientation to College	1	General Elective 100+	1
SPH 106	Fundamentals of Oral Communication	3	EH 141	3
	TOTAL Hours	68		60

*INS 100+ and 200+ Electives do not count toward the 40 required hours of AHSS coursework in the Bachelor of Arts in Integrated Studies

** JSU does not accept the following types of coursework for transfer: co-op, preceptorship, internship, clinical, practicum, directed study, or seminar.

Jacksonville State University

Bachelor of Arts in Integrated Studies

This chart shows the remaining courses and hours to be completed at JSU for the BA in Integrated Studies (120 total hours).

Course	Description	JSU Hours
MS 110	Finite Mathematics (or higher)	3
EH 141	Speech	0
EH 101	English Composition I	0
EH 102	English Composition II	0
	History Sequence	3
	History Sequence	3
	Social or Behavioral Science – EC 222	0
	Social or Behavioral Science	3
	Literature	0*
	Fine Arts	3*
	Jax MIX Expression Course (Literature, Fine Art, Foreign Language, or Humanities)	3*
	Science with Lab – BY 101 & 103	0
	Science with Lab	4
	Integrated Studies Support Courses 100+ and 200+ Level (43 hours) - MS 100 or GE 100+ Elective (3) - BUS 215 = Gen Elective 100+ (3) - ACC 200 (3) - FIN 292 (3) - CS 201 (3) - CS 100+ Elective (3) - ORI 101 – Gen Elective 100+ (1) - OAD = INS 100+ and 200+ Electives – Technical Specialty Courses (22) - Must complete 2 hours at JSU so at least 60 hours completed at four-year institution	2
	Integrated Studies Major Courses (36 hours) 300- or 400-level coursework with a grade of C or better in each course	36
	TOTAL Hours	60

*The Area II Humanities and Fine Arts Elective taken at GSCC will count for one of these courses.

Other Requirements:

- Students must complete a total of 40 hours of AHSS coursework beyond the Jax MIX General Education Curriculum.
 - Please see the JSU Undergraduate Catalog's entry for the [Bachelor of Arts in Integrated Studies](#) for more details, including a list of Arts, Humanities, Social Sciences, and Science (AHSS) subjects
- At least half of the bachelor's degree (60 hours) must be taken at a four-year institution
- At least 25% of the bachelor's degree must be taken at JSU
- A minimum of 36 hours must be taken at the 300/400 level with a C or better
- No more than 46 hours of nontraditional credit will be accepted
- JSU does not accept the following types of coursework for transfer: co-op, preceptorship, internship, clinical, practicum, directed study, or seminar.
- Each student's transcript will be evaluated for additional general education transfer credits. Additional Technical Specialty coursework may be transferred in as INS electives, as needed, in accord with all current JSU policies and practices.