

2019-2020 Fayetteville Technical Community College (AAS) to University of Mount Olive (BBA) Transfer Guide

Office Admin/Legal Office, AAS (A25370L)

Bachelor of Business Administration (05/19)

	<u>FTCC</u>	<u>Course Name</u>	<u>UMO Equivalencies</u>	<u>Degree Destination</u>	<u>Credit</u>	
Fall Semester One (15sh)	ACA 122 (1sh)	College Transfer Success	E (1sh)			
	ENG 111 (3sh)	Writing and Inquiry	ENG 111/W (3sh)	GER Written Communication	3	
	MKT 223 (3sh)	Customer Service	E (3sh)	Elective	3	
	OST 130 (3sh)	Comprehensive Keyboarding	E (3sh)	Elective	3	
	OR					
	OST 132 (2sh)	Keyboard Skill Building	E (2sh)			
Spring Semester One (15sh)	OST 137 (3sh)	Office Applications I	E (3sh)	Elective	3	
	OST 184 (3sh)	Records Management	E (3sh)	Elective	3	
	OST 136 (3sh)	Word Processing	E (3sh)	Elective	3	
	OST 155 (3sh)	Legal Terminology	E (3sh)	Elective	3	
	OST 164 (3sh)	Office Editing	E (3sh)	Elective	3	
	(3sh)	Hum/Fine Arts (ENG 231, 232, 241, or 242*)		GER Literature	3	
Summer Semester One (6sh)	(3sh)	Math Elective (MAT 143*)		GER Quantitative Reasoning	3	
	OST 134 (3sh)	Text Entry & Formatting	E (3sh)	Elective	3	
	(3sh)	Communications Elective (ENG 112*)		GER Written Communication	3	
Fall Semester Two (15sh)	OST 156 (3sh)	Legal Office Procedures	E (3sh)	Elective	3	
	OST 223 (3sh)	Admin Office Transcript I	E (3sh)	Elective	3	
	OST 236 (3sh)	Adv Word Processing	E (3sh)	Elective	2	
	OST 251 (3sh)	Legal Doc. Formatting	E (3sh)			
	OST 286 (3sh)	Professional Development	E (3sh)			
Spring Semester Two (15sh)	BUS 115 (3sh)	Business Law I	BUS 201/E (3sh)	*Major Requirement	3	
	OST 289 (3sh)	Office Admin Capstone	E (3sh)			
	(3sh)	Soc/Behavioral Science (ECO 251*)		GER Soc/Behavioral Science	3	
	(3sh)	Major Electives (CIS 110*)		GER Tech/Info Literacy	3	
Total FTCC Hours	(3sh)	Major Electives (ACC 120*)		*Major Requirement	3	
	66			Hours Transferring to UMO	56	
				Minimum Hours for Degree	126	

* UMO recommended courses based on the CAA Transfer Course List.

W = Written Communication
TI = Technology/Info Literacy
G = Global Understanding
SB = Social/Behavioral Sci
H = History
O = Oral Communication
GER = General Education
E = Elective

F = Fine Arts
L = Literature
C = Citizenship
BP = Biological/Phys Sci
RL = Related Studies
R = Religion
Q = Quantitative Reasoning

Updated
5/6/2020

Notes: (1) A maximum of 64sh can be transferred from a 2yr school. (2) Transferred courses must earn minimum grade of "C".

University of Mount Olive Coursework-Adult & Online
Sample Schedule to complete final two years of BBA degree

Semester One (12sh)	ACC 212 (3sh)	Principles of Managerial Accounting	*Major Requirement	3
	HRM 322 (3sh)	Human Capital Management	*Major Requirement	3
	MGT 311 (3sh)	Fundamentals of Management	*Major Requirement	3
	MIS 331 (3sh)	E-Business/E-Commerce	*Major Requirement	3
Semester Two (13sh)	FIN 320 (3sh)	Corporation Finance	*Major Requirement	3
	BIO 100 (3sh)	Introductory Biology	GER Requirement	3
	LDR 300 (3sh)	Leadership	*Major Requirement	3
	HCM 325 (3sh)	Managerial Implications of Healthcare	*Major Requirement	3
Semester Three (16sh)	ECO 407 (3sh)	The Economics of Macro Issues	*Major Requirement	3
	REL 111 (3sh)	Introduction to Old Testament	GER Requirement	3
	CHE 110 (4sh)	Introductory Chemistry	GER Requirement	4
	ECO 202 (3sh)	Principles of Macroeconomics	GER Requirement	3
	ART 110 (3sh)	Art Appreciation	GER Requirement	3
Semester Four (15sh)	MKT 351 (3sh)	Fundamentals of Marketing	*Major Requirement	3
	BUS 302 (3sh)	Statistics for Behavioral Sciences	*Major Requirement	3
	BUS 370 (3sh)	International Business	*Major Requirement	3
	ENG 241 (3sh)	Public Speaking	GER Requirement	3
	HIS 223 (3sh)	Major Issues in American History	GER Requirement	3
Semester Five (15sh)	BUS 483 (3sh)	Business Research	*Major Requirement	3
	BUS 410 (3sh)	Business Policy and Strategy	*Major Requirement	3
	BUS 416 (3sh)	Gov Regulations, Law, & Ethics in Business	*Major Requirement	3
	HLH 110 (3sh)	Focus on Health	GER Requirement	3
	HIS 200 (3sh)	Contemporary World History	GER Requirement	3

Notes: (1) This is a sample schedule only--course and sequence may vary. (2) GER requirements not limited to courses listed in sample schedule. (3) Adult and Online Programs average 12sh per semester, three semester per year--Fall, Spring, & Summer

Total UMO Hours	70
Total Transferred Hours	56
Total Hours Completed	126