

**2019-2020 Fayetteville Technical Community College (AAS) to University of Mount Olive (BBA) Transfer Guide**  
*Office Admin/Office Finance, AAS (A25370F)* *Bachelor of Business Administration (05/19)*

	<u>FTCC</u>	<u>Course Name</u>	<u>UMO Equivalencies</u>	<u>Degree Destination</u>	<u>Credit</u>
<b>Fall Semester One (15sh)</b>	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
	<b>OR</b>				
	OST 132 (2sh)	Keyboard Skill Building	E (2sh)		
<b>Spring Semester One (15sh)</b>	OST 137 (3sh)	Office Applications I	E (3sh)	Elective	3
	OST 184 (3sh)	Records Management	E (3sh)	Elective	3
	BUS 121 (3sh)	Business Math	E (3sh)	Elective	3
	OST 136 (3sh)	Word Processing	E (3sh)	Elective	3
	OST 138 (3sh)	Office Applications II	E (3sh)	Elective	3
	OST 164 (3sh)	Office Editing	E (3sh)	Elective	3
<b>Summer Semester One (6sh)</b>	(3sh)	<i>Math Elective (MAT 143*)</i>		GER Quantitative Reasoning	3
	OST 134 (3sh)	Text Entry & Formatting	E (3sh)	Elective	3
<b>Fall Semester Two (16sh)</b>	(3sh)	<i>Communications Elective (ENG 112*)</i>		GER Written Communication	3
	ACC 120 (4sh)	Principles of Accounting I	ACC 211/E (3sh)	*Major Requirement	3
	BUS 240 (3sh)	Business Ethics	BUS 202/E/C/G (3sh)	GER Global Understanding	3
	OST 286 (3sh)	Professional Development	E (3sh)	Elective	3
	(3sh)	<i>Hum/Fine Arts (ENG 231, 232, 241, or 242*)</i>		GER Literature	3
<b>Spring Semester Two (14sh)</b>	(3sh)	<i>Major Electives (BUS 115*)</i>		*Major Requirement	3
	ACC 150 (2sh)	Accounting Software Applic	E (2sh)	Elective	2
	BUS 125 (3sh)	Personal Finance	E/C (3sh)	GER Citizenship	3
<b>Total FTCC Hours</b>	OST 289 (3sh)	Office Admin Capstone	E (3sh)		
	(3sh)	<i>Soc/Behavioral Science (ECO 251*)</i>		GER Soc/Behavioral Science	3
	(3sh)	<i>Major Electives (CIS 110*)</i>		GER Tech/Info Literacy	3
<b>Total FTCC Hours</b>	<b>66</b>			<b>Hours Transferring to UMO</b>	<b>62</b>
				<b>Minimum Hours for Degree</b>	<b>126</b>

\* 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**  
5/5/2020

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**

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

**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**                   **64**  
**Total Transferred Hours**       **62**  
**Total Hours Completed**       **126**