

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

Office Admin/Office Finance, AAS (A25370F)

Bachelor of Arts: Business Management (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)		
	OST 137 (3sh)	Office Applications I	E (3sh)	Elective	3
	OST 184 (3sh)	Records Management	E (3sh)	Elective	3
Spring Semester One (15sh)	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
	(3sh)	Math Elective (MAT 143*)		GER Quantitative Reasoning	3
Summer Semester One (6sh)	OST 134 (3sh)	Text Entry & Formatting	E (3sh)	Elective	3
	(3sh)	Communications Elective (ENG 112*)		GER Written Communication	3
Fall Semester Two (16sh)	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)	Hum/Fine Arts (ENG 231, 232, 241, or 242*)		GER Literature	3
	(3sh)	Major Electives			
Spring Semester Two (14sh)	ACC 150 (2sh)	Accounting Software Applic	E (2sh)	Elective	2
	BUS 125 (3sh)	Personal Finance	E/C (3sh)	GER Citizenship	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	66			Hours Transferring to UMO	59
				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
5/5/2020

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 Business Management degree

Semester One (12sh)	ENG 241 (3sh)	Public Speaking	GER Requirement	3
<i>Start of year One</i>	ACC 212 (3sh)	Principles of Accounting II	*Major Requirement	3
	MKT 351 (3sh)	Fundamentals of Marketing	*Major Requirement	3
	MGT 311 (3sh)	Fundamentals of Management	*Major Requirement	3
Semester Two (12sh)	BIO 100 (3sh)	Introductory Biology	GER Requirement	3
	BUS 302 (3sh)	Statistics for Behavioral Sciences	*Major Requirement	3
	HRM 322 (3sh)	Human Capital Management	*Major Requirement	3
	MGT 316 (3sh)	Organizational Behavior	*Major Requirement	3
	FIN 320 (3sh)	Corporation Finance	*Major Requirement	3
Semester Three (12sh)	ECO 301 (3sh)	Applied Economics for Managers	*Major Requirement	3
	REL 111 (3sh)	Introduction to Old Testament	GER Requirement	3
	BUS 370 (3sh)	International Business	*Major Requirement	3
	MIS 331 (3sh)	E-Business/E-Commerce	*Major Requirement	3
Semester Four (14sh)	MGT 345 (3sh)	Operations & Supply Chain Management	*Major Requirement	3
<i>Start of year Two</i>	ART 110 (3sh)	Art Appreciation	GER Requirement	3
	HIS 223 (3sh)	Major Issues in American History	GER Requirement	3
	CHE 110 (4sh)	Introductory Chemistry	GER Requirement	4
	MGT 385 (3sh)	Entrepreneurship & Small Business Management	*Major Requirement	3
Semester Five (12sh)	BUS 410 (3sh)	Business Policy & Strategy	*Major Requirement	3
	BUS 416 (3sh)	Gov Regulations, Law, & Ethics in Business	*Major Requirement	3
	MGT 400 (3sh)	Organizational Development & Change	*Major 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	67
Total Transferred Hours	59
Total Hours Completed	126