

**Central Texas College
Executive Assistant (OTE) AAS at CTC to
B.S. in Management Studies at UMUC**

Refer to UMUC catalog for transfer policies, most current degree requirements, and full course descriptions.

CTC Course or Course Choice	UMUC Placement or Equivalent	Credits	Notes
General Education Courses (16 credits) [satisfy UMUC Gen. Ed. requirements]			
ENGL 1301-Recommended ENGL	WRTG 101	3	Freshman Writing GER
SPCH 1315 or SPCH1321	SPCH 100 / COMM 116TR	3	Third communication GER
MATH 1414	MATH 107	4	Required GER course
ELCT – social/behavioral science selection	Any social/behavioral science course, except AGRI	3	First behavioral/social science GER
ELCT – humanities/fine arts selection	Any core humanities except ANTH or SPCH	3	First arts/humanities GER
Additional CTC Courses (45 credits)			
POFI 1301	CMST 100A	3	
ITSC 1409	CMST 103	4	
POFT 1329	VTCH 100TR	3	
POFT 1309	VTCH 100TR	3	
POFT 1325	VTCH 100TR	3	
POFT 1319	VTCH 100TR	3	
◆ ACNT 1325	◆ ACCT 220	3	◆ Recommended Acct. course selection, required foundation course for major
POFI 2331	CMST 100-310	3	
POFI 2386, POFT 2386 or 2388	VTCH 100TR	3	
◆ POFT 1349	◆ MGST 100TR	3	◆ Supplemental course in lieu of BMGT 110
POFT 2333 or POFI 2340	VTCH 100TR or CMST 100TR	3	
POFI 2387, POFT 2387 or 2389	VTCH 100TR	3	
PHED		2	
POFT 1301	ELCT 100TR	3	
POFI 1349		3	
CTC credits (61 credits)			

*No specific course equivalent. Applied as generic category, elective or supplemental

+Fulfills major content requirement but not upper-level minimum

◆ Required courses for major

Note: Due to minimum upper level requirements 3 crs. of POFI 2301 and 3 crs. of POFT 2312 have been omitted.		
UMUC Course	Credits	Notes
General Education Courses (29 credits)		
LIBS 150	1	Required GER course
WRTG 291	3	Or other writing GER course
UL behavioral/social science	3 UL	Any UL behavioral/social science, must be a different discipline from the first
NSCI 100 and NSCI 101	4	Or other 4-credit biological/physical sciences GER course w/ lab
CMST 303	3 UL	Required computing GER
NSCI 362	3 UL	Or other upper level course to fulfill the biological/physical science GER
UL HIST or ARTH	3 UL	Second arts/humanities requirement (historical)
IFSM 300	3 UL	Or ACCT 326 for second computing GER
WRTG 390	3 UL	Or other upper level writing course to fulfill second communications GER
WRTG 394 or WRTG 394X	3 UL	Or other UL intensive writing course; WRTG 393/393X or WRTG 391/391X
Remaining Courses Needed for UMUC Major (30 credits)		
◆ ECON 201 or 203	3	◆ Required introductory course for major
◆ STAT 230	3	◆ Required Statistics course for major
◆ MRKT 310	3 UL	◆ Or other supplemental major course (any ACCT, BMGT, FINC, ENMT, FSCN, HRMN, MRKT or MGST)
◆ HRMN 302	3 UL	◆ Required core course for major
◆ BMGT 364	3 UL	◆ Required foundation course for major
◆ BMGT 380	3 UL	◆ Or other supplemental major course
◆ HRMN 300	3 UL	◆ Or other supplemental major course
◆ BMGT 392	3 UL	◆ Or other supplemental major course
◆ BMGT 496	3 UL	◆ Or other supplemental major course
◆ BMGT 495	3 UL	◆ Or other supplemental major course
TOTAL: 120 CREDITS		
CHECKLIST FOR FULFILLMENT OF DEGREE REQUIREMENTS See catalog for overview of all requirements.		
<input type="checkbox"/> 30 credits at UMUC, including at least half of the major and minor and 15 upper level credits. <input type="checkbox"/> Maximum of 21 credits in vocational-technical coursework.		
<input type="checkbox"/> 45 upper-level credits, including half the credit for the major and for the minor. <input type="checkbox"/> Grade of C or better in all courses for the major and minor.		
<input type="checkbox"/> All required courses <u>and</u> minimum number of credits for major and minor. <input type="checkbox"/> Overall GPA of at least 2.0.		
<input type="checkbox"/> Prerequisites for major and minor courses, if needed. <input type="checkbox"/> At least half the credit for the major earned through graded coursework.		
<input type="checkbox"/> All General Education Requirements. <input type="checkbox"/> Total 120 credits.		
<input type="checkbox"/> Maximum of 70 credits in transfer from community college.		

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+Fulfills major content requirement but not upper-level minimum

◆ Required courses for major