

## Central Texas College Office Management (OTOM) AAS to B.S. in Business Administration 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
<b>General Education Courses (16 credits)</b>			
ENGL 1301	WRTG 101	3	Freshman Writing requirement
SPCH 1315 or SPCH1321	SPCH 100 or [COMM116TR]	3	Third communication requirement
MATH 1414	MATH 107	4	Required GER course
Recommended ELCT – ECON 2301, 2302 or 2303	ECON 201 or 203	3	Recommended first behavioral/social science GER
ELCT - Humanities or fine arts selection	Any core humanities except ANTH or SPCH	3	First arts/humanities GER
<b>Additional CTC Courses (45 credits)</b>			
POFI 1301	CMST 100A	3	
◆+ BMGT 1303	◆+ [BMGT 100-364]*	3	◆+ Required core course for major
POFT 2312		3	
◆ BMGT 1325	◆ [MGST 100TR]*	3	◆ Supplemental course in lieu of BMGT 110
ITSC 1409	CMST 103	4	
◆ ACNT 1325	◆ ACCT 220	3	◆ Required introductory course for major
◆ ACNT 1326	◆ ACCT 221	3	◆ Required foundation course for major
POFT 1349	[MGST 100TR]*	3	+ Meets degree requirements but not upper level minimum
◆+ HRPO 2301	◆+ [HRMN 100-300]*	3	◆+ Required core course for major
POFT 1329, 1309, 1319 and 1325	VTCH 100TR	9	
POFI 1349		3	
POFI 2301	ELEC 100TR	3	
POFT 1301		3	
PHED		2	
<b>CTC credits (64 credits)</b>			
<b>Note: Due to minimum upper level requirements, 3 crs. of POFI/POFT internship ELCT and 3 credits of VTCH have been omitted.</b>			

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

+Fulfills major content requirement but not upper-level minimum

◆ Required courses for major

UMUC Course	Credits	Notes												
<b>General Education Courses (29 credits)</b>														
LIBS 150	1	Required GER course												
NSCI 100 and NSCI 101	4	Or other 4-credit biological/physical sciences GER course w/ lab												
CMST 303	3 UL	Required computing course												
ECON 201 or 203	3	Related requirement for major, choose course not fulfilled in GER's												
IFSM 300	3 UL	Or ACCT 326 for second computing GER												
UL social/behavioral science course	3 UL	Discipline must be different from the first												
NSCI 362	3 UL	Or other UL course to fulfill the biological/physical science GER												
UL HIST or ARTH	3 UL	Second arts/humanities requirement (historical)												
WRTG 390	3 UL	Or other upper level writing course to fulfill second communications GER												
WRTG 394 or WRTG 394X	3 UL	Or other upper level intensive writing GER course; WRTG 393/393X or WRTG 391/391X												
<b>Remaining Courses Needed for UMUC Degree (27 credits)</b>														
◆ STAT 230	3	◆ Required Statistics course for major												
◆ MRKT 310	3 UL	◆ Required course for major												
◆ BMGT 380	3 UL	◆ Required course for major												
◆ FINC 330	3 UL	◆ Required course for major												
◆ BMGT 496	3 UL	◆ Required course for major												
◆ BMGT 495	3 UL	◆ Capstone course for major												
◆ Any UL ACCT, BMGT, FINC, HRMN, MRKT or MGST	3 UL	◆ Required supplemental course for major												
UL Electives	6 UL	Any upper level courses for electives or minor												
<b>TOTAL: 120 CREDITS</b>														
<b>CHECKLIST FOR FULFILLMENT OF DEGREE REQUIREMENTS <i>See catalog for overview of all requirements.</i></b>														
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