



**Division of Professional Studies**

**Bachelor of Science, Organizational Leadership**

**Office Administration (A.A.S.)**

Student: \_\_\_\_\_

**WCCC Semester I**

Transfer	SFU Eq.	Code	Description	Cr.
	CORE114	PDV 101	First-Year Seminar	1
	FREE	BUS 120	Mathematics of Business	3
	WRIT102	ENG 161	College Writing	3
	FREE	OFT 110	Document Processing I	3
		OFT 140	Office Procedures	
		OFT 190	Word for Windows	
Total Credits				10

**WCCC Semester II**

Transfer	SFU Eq.	Code	Description	Cr.
	FREE	Elective	Restrictive Elective	3
	COMM 208	ENG 163	Business Communication	3
	FREE	BUS 145	Excel for Business Environment	3
	FREE	OFT 185	Powerpoint	1
	FREE	SPC 156	Interpersonal Communication	3
	SOCSCI Elective	Elective	Social Science Elective	3
Total Credits				16

**WCCC Semester III**

Transfer	SFU Eq.	Code	Description	Cr.
	FREE	CPT 196	Access for Windows	3
	MGMT Elect	ACC 230	Integrated Accounting Software	3
	FREE	OFT 220	Transcription	3
		OFT 235	Customer Service	
		OFT 102	Acrobat Essentials	
	FREE	Elective	Restricted Elective	3
Total Credits				12

**WCCC Semester IV**

Transfer	SFU Eq.	Code	Description	Cr.
	FREE	CPT 278	Integrated Office Applications	3
	FREE	OFT 225	Proofreading	3
	MGMT Elect	OFT 280	Office Management	3
	FREE	BUS 188	Social Media	3
	SCI	Elective	Restricted Elective: Science	3
	FIN 202	FIN 220	Business Finance	3
Total Credits				18

**WCCC Additional Courses**

Transfer	SFU Eq.	Code	Description	Cr.
	ACCT101	ACC 155	Accounting I	3
	ACCT102	ACC 219	Managerial Accounting	3
	PHIL105	PHL 161	Intro to Ethics	3
	FNAR	Elective	ART155	3
	BUS 101	BUS 140	Introduction to Business	3
	ECON101	ECN 255	Macroeconomics	3
	BUSA311	BUS 244	Business Statistics	3
Total Credits				21

**WCCC Additional Courses**

Transfer	SFU Eq.	Code	Description	Cr.
	HIST	Elective	History Elective	3
	LANG Elective	Foreign Lang	SPA, FRN, ASL	3
	LIT Elective	ENG 255	Introduction to Literature	3
	MGMT101	BUS 158	Principles of Management	3
	MKTG101	BUS 245	Principles of Marketing	3
	ECON102	ECN 256	Microeconomics	3
	BUSA103	BUS 288	Business Analytics	3
Total Credits				21

**DPS**

Complete	Semester	Code	Description	Cr.
		MGMT102	Production/Operations Management	3
		MIS 102	Management Information Systems	3
		FTAE105	Introduction to Franciscan Theology	3
		BLAW301	Business Law	3
		MGMT206	Global Management Strategy	3
Total Credits				15

**DPS**

Complete	Semester	Code	Description	Cr.
		PHIL213	Business Ethics	3
		MGMT201	Human Resource Management	3
		MGMT401	Strategic Management	3
		MGMT326	Organizational Behavior	3
		COREIII	Capstone	3
Total Credits				15

**98 TRANSFER CREDITS**

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