

Advising Worksheet for Program to Program Articulation  
OFFICE TECHNOLOGY, AAS, Office Administration Option

Westmoreland County Community College 3+1 with  
BS in Organizational Leadership, Saint Francis University

Name \_\_\_\_\_ Advisor \_\_\_\_\_

Year 1 at Westmoreland County Community College (31 Credits)

Fall Semester		Spring Semester	
<u>Bus 120</u>	3	<u>BUS 140</u>	3
<u>CPT 150</u>	3	<u>ENG 163</u>	3
<u>ENG 161</u>	3	<u>OFT 120</u>	3
<u>OFT 110</u>	3	<u>OFT 185</u>	1
<u>OFT 190</u>	3	<u>CPT 195</u>	3
	15	<u>SPC 156</u>	3
			16

Year 2 at Westmoreland County Community College (34 Credits)

Fall Semester		Spring Semester	
<u>CPT 196</u>	3	<u>CPT 278</u>	3
<u>OFT 140</u>	3	<u>OFT 225</u>	3
<u>OFT 210</u>	3	<u>OFT 235</u>	3
<u>OFT 220</u>	3	<u>OFT 280 or 299</u>	3
<u>WEB 102</u>	1	<u>WEB 188</u>	3
<u>PSY 160</u> PSYCHOLOG	3	<u>ECN 256</u>	3
	16		18

Year 3 at Westmoreland County Community College (36 Credits)

Fall Semester		Spring Semester	
<u>ACC 155</u>	3	<u>ACC 219</u>	3
<u>BUS 158</u>	3	Biology elective, 3 cr any 3 cr science	3
<u>BUS 245</u>	3	<u>ENG 255</u>	3
<u>FNAR elective</u> (art, music, theater)	3	<u>ECN 255</u>	3
<u>HIST elective</u>	3	<u>FIN 220</u> Business Finance	3
<u>BUS 205</u>	3	<u>POL 155 or SOC 155</u> American Gov't or Sociology	3
	18		18

Year 4 at Saint Francis University (30 Credits)

Fall Semester		Spring Semester	
<u>MGMT 326</u> Organizational Behavior	3	<u>SPAN 112</u> Spanish	3
<u>MGMT 206</u> International Management	3	<u>MGMT 102</u> Production/Operations Mgmt	3
<u>PHIL 313</u> Business Ethics	3	<u>MGMT 201</u> Human Resource Mgmt	3
<u>STAT 301</u> Quantitative Bus. Analysis I	3	<u>MGMT 401</u> Strategic Management	3
<u>RLST 205</u> Faith & Franciscanism	3	<u>STAT 302</u> Quantitative Bus. Analysis II	3
	15		15

*Building opportunities for the future!*

Students may take more or less classes each semester (full time or part time) when pursuing this degree and summer classes are an option. In the office admin 3-1 option, WCCC students will transfer in up to 98 credits and complete the last 30 credits through SFU.