

Transfer Advising Sheet for Business Administration Program

Florida Community College at Jacksonville
Associate of Science Degree in Business Administration

Articulated Program with University of West Florida
Bachelor of Science in Business Administration Degree

This transfer institution has agreed to accept the specified associate's degree from FCCJ. The FCCJ graduate will be accepted at the junior level, and is required to complete the equivalent of two years of full-time coursework to complete the specified bachelor's degree. The following chart shows the specific courses that the FCCJ student is required to take to meet the guidelines of the articulation agreement with the transfer institution.

It is very important to make sure that your Program of Study at FCCJ is Associate of Science in Business Administration. If you do not plan to transfer to this specific transfer institution, please follow the Program of Study, as specified in the College Catalog.

FCCJ Curriculum

General Education Requirements to be taken at FCCJ as part of AS Business Administration degree

| Course Number | Course Title | Requirement Met General Ed/Prerequisite | Gordon Writing/Math | Semester Hours |
|--------------------|---|---|------------------------|-------------------|
| ENC 1101 | English Composition I | GE | 6,000 words G (W) | 3 |
| ENC 1102 | English Composition II | GE | 6,000 words G (W) | 3 |
| MAC 1105 | College Algebra | GE, PR | G (M) | 3 |
| XXXX | Social and Behavioral Science - select course that meets both AS and AA General Education Requirements | GE | 2,000 words G (W) | 3 |
| XXXX | Humanities: select course that meets both AS and AA General Education Requirements | GE | 3,500 words G (W) | 3 |
| TOTAL HOURS | | | | 15 |

Required FCCJ Professional Courses

| Course Number | Course Title | Requirement Met General Ed/Prerequisite | Gordon Writing/Math | Semester Hours |
|-------------------------|--|---|------------------------|-------------------|
| AGC 2021 | Financial Accounting | PR | | 4 |
| CGS 1100 | Microcomputer Applications for Business and Economics | PR | | 4 |
| QMB 2100 or STA 2023 | Business Statistics or Elementary Statistics | PR | | 3 |
| ECO 2013 | Principles of Economics I | GE/PR | | 3 |
| ECO 2023 | Principles of Economics II | PR | | 3 |
| ACG 2071 | Managerial Accounting | PR | | 3 |
| GEB 1011 | Introduction to Business | | | 3 |
| MAN 2021 | Principles of Management | | | 3 |
| MAR 1011 | Principles of Marketing | | | 3 |
| BUL 2131 | Business Law I – The Legal Environment of Business | | | 3 |
| MAC 2233 | Calculus for Business and Social Science | GE, PR | | 3 |

| | | | | |
|--------------------|---------------------------------------|----|-------------------|-----------|
| SPC 2600 | Fundamentals of Speech Communications | GE | 3,000 words G (W) | 3 |
| *XXXX | Natural Science with Lab | GE | | 4 |
| *XXXX | Natural Science | GE | | 3 |
| MAN 1942 | Internship | | | 2 |
| XXXX | Professional Electives** | | | 2 |
| TOTAL HOURS | | | | 49 |

*The science requirement consists of a science lecture and accompanying lab and an additional science lecture course. One lecture course cannot be used to fulfill both requirements.

**Professional Electives to be chosen from an approved list in FCCJ Catalog

TOTAL FCCJ HOURS FOR AS BUSINESS ADMINISTRATION DEGREE 64

Please note: A statement will appear on all official FCCJ transcripts stating completion of the courses listed above meets the Associate of Arts General Education requirements, with the exception of CLAST.

General Education Notes:

- Please review the Florida Community College Catalog for General Education Requirements (GER).
- Students will complete additional General Education courses at FCCJ, as part of the bridge program. A statement will appear on all official FCCJ transcripts stating completion of the courses listed above meets the Associate of Arts General Education requirements, with the exception of CLAST.
- CLAST (College Level Academic Skills Test): The CLAST is a graduation requirement for the bachelor’s degree in the state university system of Florida. Passing all four subsets of the CLAST exam, or satisfying a CLAST exemption, is a requirement for meeting the bachelor’s degree graduation requirement. Students are encouraged to take and pass the CLAST while at the community college.
- Foreign Language Requirement: Students who have not completed two years of sequential foreign language study or American Sign Language in high school must complete 8 hours of college level foreign language or American Sign Language at FCCJ. If this requirement is not completed at FCCJ, it must be completed at UWF prior to graduation.
- All General Education courses require a grade of “C” or above.

Prerequisite and Elective Notes:

- All prerequisite courses require a grade of “C” or above.
- A major prerequisite course may satisfy both FCCJ General Education Requirements and UWF Major Prerequisites. Please review the General Education Requirements and talk with an advisor.
- Professional Electives to be chosen from an approved list in FCCJ Catalog

Other Notes:

- Qualified students will have earned a grade point average of 2.0 and will have completed a minimum of 64 semester hours before transferring.
- No more than 70 semester hours of credit may be transferred toward completion of the degree requirements at UWF.
- Students who complete their FCCJ course work under the terms of the catalog in effect during the term of their registration must graduate within five years or they will automatically be reassigned to the catalog in effect during their fifth year.
- Students who complete their UWF course work under the terms of the catalog in effect during the term of their registration must graduate within five years or they will automatically be reassigned to the catalog in effect during their fifth year.
- Upon completion of the AS degree, students must maintain continuous enrollment and transfer directly to UWF within two semesters of the last term of enrollment at FCCJ. Continuous enrollment is defined as enrollment not interrupted by non-attendance for more than three consecutive terms.
- If you do not plan to transfer to this specific transfer institution, please follow the Program of Study, as specified in the College Catalog.

Please check with a Florida Community College advisor or counselor for more information.

FCCJ: Open Campus, Learner Support Center: (904) 646-2300
Downtown Campus, Counseling and Advising Office: (904) 633-8212
Kent Campus, Counseling and Advising Office: (904) 381-3611
North Campus, Counseling and Advising Office: (904) 766-6700
South Campus, Counseling and Advising Office: (904) 646-2424
UWF: Enrollment Services: (850) 474-3386
Dept. of Management/Management Information Systems (850) 474-2309

For a list of the courses that Florida Community College graduates will complete at the transfer institution, please see the chart below. Please visit the website of the transfer institution for more information about the program.

Bridge Program: Courses required for BSBA that may be taken at either FCCJ or UWF

| Course Number | Course Title | Requirement Met General Ed/Prerequisite | Gordon Writing/Math | Semester Hours |
|--|--|--|------------------------|-------------------|
| AMH 2010 <i>or</i> AMH 2020 <i>or</i> | United States History to 1865 <i>or</i> United States History 1865 to Present <i>or</i> | GE | | 3 |
| EUH 1000 <i>or</i> EUH 1001 | Western Civilization Through 1589 <i>or</i> Western Civilization 1589 to Present | | | |
| LIT 2100 | Great Ideas in World Literature | GE | | 3 |
| TOTAL CREDIT HOURS | | | | 6 |

* Needed to satisfy UWF's General Studies requirement.

Required UWF Courses

| Course Number | Course Title | Requirement Met General Ed/Prerequisite | Gordon Writing/Math | Semester Hours |
|--------------------------------|---|--|------------------------|-------------------|
| ACG 3311 | Applied Managerial Accounting | Core Requirement | | 3 |
| BUL 3130 | Legal Environment of Business | Core Requirement | | 3 |
| FIN 3403 | Managerial Finance | Core Requirement | | 3 |
| GEB 4361 | Business in the International Environment | Core Requirement | | 3 |
| ISM 3011 | e-Business Systems Fundamentals | Core Requirement | | 3 |
| MAN 3025 | Management Fundamentals | Core Requirement | | 3 |
| MAN 3504 | Operations Management | Core Requirement | | 3 |
| MAN 4720 | Policy Analysis and Formation | Core Requirement | | 3 |
| MAR 3023 | Marketing Fundamentals | Core Requirement | | 3 |
| ENC 3250 <i>or</i> GEB 3212 | Professional Writing <i>or</i> Writing for Business: Theory & Practice | Core Requirement | | 3 |
| COM 4110 | Business & Professional Communication | Specialization Requirement | | 3 |
| GEB 4444 | Business, Ethics & Society | Specialization Requirement | | 3 |
| MAN 3240 | Organizational Behavior | Specialization Requirement | | 3 |
| MAN 3301 | Human Resources Management | Specialization Requirement | | 3 |
| MAN 3550 | Introduction to Management Science | Specialization Requirement | | 3 |
| MAN 4750 | The Future: Projecting, Planning and Managing | Specialization Requirement | | 3 |
| MAN 3XXX or 4XXX | Management Electives | Specialization Requirement | | 6 |
| 3XXX/4XXX | College of Business Elective | Major Requirement | | 3 |
| 3XXX/4XXX | Non-Business Elective | Major Requirement | | 3 |
| TOTAL CREDIT HOURS | | | | 60 |

TOTAL UWF HOURS FOR BS BUSINESS ADMINISTRATION DEGREE

60

FCCJ **64** semester hours
 Bridge Program **6** semester hours
 UWF **60** semester hours

Total Program Hours

130 semester hours

