



## TRANSFER PATHWAY PLAN

North Carolina Community College's AAS in Medical Office Administration →  
Gardner-Webb University's Bachelor of Science in Management

North Carolina Community College Courses	CREDIT HOURS	Gardner-Webb University Courses	CREDIT HOURS
ENG 111 Writing and Inquiry	3	ENG 101 English Composition I	3
ENG 112 or 114 Professional Research and Reporting	3	ENG 102 English Composition II and Communication Requirement Met	3
MAT 152 Statistical Methods I	4	MTH 105 Fundamentals of Statistics and Probability	4
ART 111 Art Appreciation or MUS 110 Music Appreciation	3	Humanities / Fine Art Requirement Met	3
HIS 132 American History II or POLS 120 American Government	3	HIS 319 US 20 <sup>th</sup> Century History or PSC 302 American Government	3
OST 136 Word Processing	3	Elective	3
OST 137 Office Applications I	3	Elective	3
OST 141 Medical Office Terms I	3	Elective	3
OST 142 Medical Office Terms II	3	Elective	3
OST 148 Medical Insurance and Billing	3	Elective	3
OST 149 Medical Legal Issues	3	Elective	3
OST 164 Office Editing	3	Elective	3
OST 184 Records Management	3	Elective	3
OST 243 Medical Office Simulation	3	Elective	3
OST 247 Procedure Coding	3	Elective	3
OST 248 Diagnostic Coding	3	Elective	3
OST 288 Med. Office Adm Capstone	3	Elective	3
*Recommended Elective ACC 121 Principle of Managerial Accounting	4	ACC 214 Principle of Accounting II	4
*Recommended Elective ACC 120 Principles of Financial Accounting	4	ACC 213 Principles of Accounting I	4
*Recommended Elective BUS 260 Business Communications	3	BAD 325 Business Communications	3
*Recommended Elective BUS 137 Principles of Management	3	MGT 316 Principles of Management	3
*Recommended Elective CIS 110 Introduction to Computers	3	MIS 379 Introduction to Computer Concepts	3
ACC 122 College Transfer Success	1	Elective	1
<b>NCCC Credit Hours</b>	<b>67</b>	<b>Maximum Allowable Transfer Hours*</b>	<b>60</b>

\* see note 7

Required General Education Courses at Gardner-Webb University		
<b>Information Literacy (1 hour)</b>		
LIB 302 Information Literacy for Business		1
<b>Composition (6 hours)</b>		
ENG 101 Composition I	(See Transfer Credit Above)	0

ENG 102 Composition II	(See Transfer Credit Above)	0
<b>Fine Arts (3 hours)</b>		
ART 307 Art /MUS 320 Music /FRE 300 French/SPN 300 Hispanic/GER 300 German	(See Transfer Credit Above)	0
<b>History (3 hours)</b>		
HIS 319 US 20 <sup>th</sup> Century History	(See Transfer Credit Above)	0
<b>Physical Wellness (3 hours)</b>		
HPE 338 Health and Wellness		3
<b>Science (3 hours)</b>		
SCI 302(Physical Science) or SCI 303 (Human Biology) or SCI 322 (Environmental Science)		3
<b>Mathematics (3 hours)</b>		
MTH 105 Fundamentals of Statistics and Probability	(See Transfer Credit Above)	0
<b>Biblical Studies (6 hours)</b>		
REL 300 Old Testament Survey		3
REL 301 New Testament Survey		3
<b>Stewardship (3 hours)</b>		
SCI 303 Phys Science/SCI 303 Human Bio/SCI 322 Environ Sci/HUS 201 Gen Psych/MTH 105 Stats/MTH 120		3
<b>Expression (3 hours)</b>		
BAD 325 Business Commun/ART 307 Art Survey/MUS 320 Music Survey		3
<b>Human Experience (3 hours)</b>		
ECON 203 Princ Econ 1/ENG 211 British Lit I/ENG 212 British Lit II/ENG 231 English Lit I/ENG 232 English Lit II/ENG 240 Topics in Lit/ ENG 251 World Lit I/ENG 252 World Lit II/PSC 302 Amer Gov't	(See Transfer Credit Above)	0
<b>Global Community (3 hours of college level language or choose one below)</b>		
SSC 305 Global Understanding/SPN 300 Hispanic/FRE 300 French/GER 300 German		3
ACC 213 Accounting Principles I	(See Transfer Credit Above)	0
ACC 214 Accounting Principles II	(See Transfer Credit Above)	0
BAD 300 Legal Environments of Business		3
BAD 304 Applied Business Statistics		3
BAD 305 Introduction to Management Science		3
BAD 325 Business Communications Applications	(See Transfer Credit Above)	0
BAD 360 International Business		3
BAD 480 Business Strategy		3
ECO 203 Principles of Economics I		3
ECO 204 Principles of Economics II		3
FIN 312 Financial Management		3
MGT 316 Principles of Management	(See Transfer Credit Above)	0
MGT 410 Entrepreneurship		3
MGT 416 Production Operations		3
MGT 450 Leadership		3
MIS 300 Management Information Systems		3
MKT 300 Principles of Marketing	(See Transfer Credit Above)	0
<b>Management Electives - choose 3 of the following:</b>		
BAD 340 Integration of Faith in Business		3
MGT 330 Industrial Supervision and Labor Relations		3
MGT 400 Human Resource Management		3
MGT 403 Human Behavior In Organization		3
MKT 404 Sales Management		3

## Academic Guidelines

1. Entrance requirements to the Bachelor program include official transcripts from accredited institutions showing a GPA of 2.0 on a 4.0 scale and 24 transferable credits.
2. A student can receive transfer credit for courses according to this list of equivalencies set forth within the attached Transfer Plan. To receive credit for a course, a student must have earned a "C" 2.0 or better in that course. Other courses taken will be evaluated for transfer on a course by course basis by the Gardner-Webb University Registrar Services.
3. Students who do not have transfer credit for ENG 101, will need to register for this course during their first semester.
4. LIB 302 must be successfully completed.
5. Grades of "C" (2.0) or higher are required on all major courses. A "C minus" or lower will not meet graduation requirements and the course will need to be repeated at GWU.
6. A minimum grade point average of 2.00 on a 4.00 scale is required for graduation on all course work attempted at GWU (see institution GPA).
7. Students transferring from accredited two-year institutions may transfer up to 60 credit hours. Students transferring from accredited four-year institutions may transfer up to 90 credit hours. Students transferring from a combination of two- and four-year institutions may transfer a maximum of 90 credit hours with no more than 60 of the 90 hours coming from two-year institutions. All transfer students must complete at least the final 30 credit hours with Gardner-Webb.
8. Students must complete at least 120 total semester hours and meet all curriculum requirements in order to be eligible for graduation.



For the latest transfer credit equivalency information, visit the [Gardner-Webb website](#).