

ALERT!

Students who begin college in September 2014 must follow the Michigan Transfer Agreement (MTA) requirements rather than the MACRAO requirements listed here. New MTA articulation guides will be posted to the EMU Community College Relations website soon. In the meantime, please see a community college counselor for more information about the MTA or look for more information at <http://www.macrao.org/mcm.asp?floor=4>

January 2012

**Henry Ford Community College – Certificate in Small Business Management & Entrepreneurship
Eastern Michigan University – Bachelor of Business Administration (with an approved Business Major)**

Henry Ford Community College Courses:

Transfer to Eastern Michigan University:

MACRAO Requirements #	(31-32 Credits)		(31-32 Credits)
1. English Writing Requirement	(6 credits)		(6 credits)
ENG 131 Composition I.....	3	ENGL 120 Composition I (University Elective)	3
ENG 132 Composition II.....	3	ENGL 121 Composition II	3
2. Math/Science Requirement	(8 credits)		(8 credits)
¹ Complete one course: (complete at HFCC)	4	One Course:	4
MATH 115, 141, 150, 153, 175, or 180		If taken at HFCC, satisfies EMU's QR requirement	
Complete a minimum of 4 credit hours:.....	4	One course:	4
Choose from courses approved by HFCC to satisfy the MACRAO lab science requirement.		Courses may transfer as equivalent courses, General Education transfer, or general transfer credit.	
3. Humanities Requirement	(8-9 credits)		(8-9 credits)
SPC 131 Fundamentals of Speaking.....	3	CTAC 124 Fundamentals of Speech	3
² Complete two courses: (see note below).....	5-6	Two courses	5-6
Choose from courses approved by HFCC to satisfy the MACRAO humanities requirement.		Courses may transfer as equivalent courses, General Education transfer, or general transfer credit.	
PHIL 131 or 139 are recommended as one of the choices			
4. Social Science Requirement	(9 credits)		(9 credits)
*BEC 151 Principles of Macro Economics (Bus elective).....	3	ECON 201 Principles of Macroeconomics	3
*BEC 152 Principles of Micro Economics.....	3	ECON 202 Principles of Microeconomics.....	3
Complete one course: (see note below).....	3	One course	3
For a list of approved courses to satisfy MACRAO requirements, go to the HFCC MACRAO transfer guide:			
http://it.emich.edu/service/online/tranequiv/index.cfm?fuseaction=guides&college=1293			
NOTE: In completing MACRAO requirements, choose courses that will also satisfy the following requirements at HFCC and EMU:			
For HFCC's American Society, Events, Institutions and Cultures requirement choose one course from the following: ENG 235, 236, 237; CRJ 131; HIST 151, 152; POLS 131; SOC 131; or SSC 131.			
² For EMU's Perspectives on a Diverse World requirement choose at least one course from the following: Humanities: ART 224; ENG 243, 248; WR 131, 233; Social Science: ANTH 131, 152, 154; GEOG 132; HIST 112, 113, 225, 255, 257; POLS 152; SOC152, 251;			
HFCC Program Requirements	(31-32 credits)		(31-32 credits)
*BAC 131 Principles of Accounting I	4	ACC 240 Prin. of Financial Accounting (3) +1	4
*BBA 131 Introduction to Business	4	COB 200 Introduction to Business (3) +1	4
BBA 153 Customer Service	3	University Elective	3
BBA 252 Principles of Marketing	3	University Elective	3
BCA 140 Software Applications	3	(BMMT 201) University Elective	3
BFN 141 Personal Finance.....	3	University Elective	3
MGT 230 Principles of Management.....	3	University Elective	3
MGT 231 Supervision and Team Building.....	3	University Elective	3
MGT 241 Small Business Management & Entrepreneurship.....	3	University Elective	3
Complete one of the following courses:	2-3	One Course:	2-3
BAC 141 or 146 Comp Acct – (QuickBooks or Peachtree)		University Elective	
EMU Requirements that may be completed at HFCC or EMU			(14-11 credits)
*BAC 132 Principles of Accounting II	4	ACC 241 Prin. of Managerial Accounting (3) +1.....	4
*BBA 231 Business Office Communications.....	3	MGMT 202 Business Communication.....	3
*BLW 253 Business Law (Business Elective).....	4	LAW 293 Legal Environment of Business (3) +1	4
*CIS 100 Introduction to Information Technology	3	IS 215 End-User Computing.....	3
Elective courses (Consult COB Advisor).....	0-4	University Electives.....	0-4
Credits at HFCC:	78-82	Credits that transfer to EMU	78-82

*This course is required for EMU's BBA degree.

¹ If completed at HFCC, MTH 115, 141, 150, 153, 175, or 180 will satisfy EMU's quantitative reasoning requirement. If completed at EMU, MATH110 is required to meet the QR requirement unless Intermediate Algebra is completed with a 2.0 or better, in which case any approved QR course may be completed at EMU. See approved QR courses on last page.

² Satisfies EMU's Perspectives on a Diverse World requirement.

Note: Students who want to complete an Associate in General Studies Degree should consult an HFCC counselor.

**EASTERN MICHIGAN UNIVERSITY
ARTICULATION GUIDE**

January 2012

**Henry Ford Community College – Certificate in Small Business Management & Entrepreneurship
Eastern Michigan University – Bachelor of Business Administration (with an approved Business Major)**

Completion of the BBA Degree with an approved major at EMU

Business Core (15-18 credits)

DS 265	Business Statistics	3
FIN 350	Principles of Finance	3
MGMT 386	Organizational Behavior & Theory	0-3
MKTG 360	Principles of Marketing	3
MGMT 490	Business Policy	3
OM 374	Introduction to Operations Mgmt.....	3

Discipline Requirements (21-33 credits)

Students may complete a major in any of the following areas: accounting (24), accounting information systems (33), computer information systems (30), economics (30), entrepreneurship (21-24), general business (21-24), marketing (24), management (21-24), finance (24) and supply chain management (27)

Additional Requirement

Students must complete one "Learning beyond the Classroom" (LBC) experience or course offered by EMU. Consult College of Business advisor for options.

University Electives (0-6 credits)

The number of elective credits needed varies according to the major chosen. Students should choose a discipline to major in before completing electives. Choosing electives wisely will increase your employment opportunities in a competitive job market. The COB advisor will assist you in determining if you need electives and if so, in choosing electives that will most enhance your marketability.

Credits at EMU: 42-51

***Minimum Credits: 124**

Consult College of Business advisor for options to complete the writing intensive course in the major.

Suggested Sequence for completing the program:
(Courses may not be offered every semester. Consult with a COB advisor to make a course plan)

Semester 1 (15 Credits)

DS 265	Business Statistics I.....	3
FIN 350	Principles of Finance	3
MKTG 360	Principles of Marketing	3
Discipline Requirements		6

Semester 2 (12-15 Credits)

MGMT 386	Organizational Behavior & Theory.....	3
OM 374	Introduction to Operations Mgmt	3
Discipline Requirements		9

Semester 3 (12 Credits)

MGMT 490	Business Policy.....	3
Discipline Requirements		9

Semester 4 (2-11 Credits)

University Electives.....		0-7
Discipline Requirements		0-9

*124 credits are required to graduate.

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Henry Ford Community College – Certificate in Small Business Management & Entrepreneurship Eastern Michigan University – Bachelor of Business Administration (with an approved Business Major)

Additional Information:

1. In completing the coordinated program of study for this articulation agreement, course substitutions should be made with the guidance of the advisors (indicated below) at both institutions to assure that all requirements are satisfied. Each institution will determine the satisfaction of their individual program and degree requirements. HFCC courses indicated with an * are required for EMU's Bachelor of Business Administration Program.
2. Students whose transcripts are endorsed as "MACRAO Satisfied" will only be required to meet EMU's additional three general education requirements, noted on the articulation guide and listed below. These requirements may be completed at the most appropriate time for the student whether before or after enrollment at EMU.
 - a) An approved course in Quantitative Reasoning: [at HFCC MATH 115, 141, 150, 153, 175, or 180] or [at EMU MATH 110 or if Intermediate Algebra is completed with a 2.0 or better, COSC 106; MATH 105, 118, 119, 120,140,170; PHIL 181; PLSC 210; SOCL 250; or STS 224]
 - b) An approved course in US Diversity or Global Awareness: [at HFCC: **Humanities:** ART 224; ENG 243, 248; WR 131, 233; **Social Science:** ANTH 131,151,152,154; GEOG 132; HIST 112, 113, 225, 255, 257; POLS 152; SOC 152, 251 **Science:** BIO 138; **Business:** BBA 250] or [at EMU refer to the catalog website: <http://catalog.emich.edu/>]
 - c) an approved Learning Beyond the Classroom course or experience offered by EMU.

To use MACRAO, students must request that an official community college transcript, with the "MACRAO Satisfied" stamp, be sent to EMU's Admissions Office. Students, who do not have "MACRAO Satisfied" on their community college transcript, will be required to satisfy EMU's general education requirements as listed in the Undergraduate Catalog. The MACRAO stamp may be completed after admission to EMU, however, students should inform advisors at EMU that they intend to complete MACRAO, or they may be advised to complete additional courses for the general education program.
3. Only courses with a grade of 2.0 or better on a 4.0 scale will be accepted for transfer to EMU.
4. Under this agreement, EMU will waive the 60-hour rule and require that a minimum of 42 credit hours must be completed at the four-year college level, of which 30 hours must be in courses offered by EMU, with 15 hours in program requirements, at the 300-level or above. Of the last 30 hours completed before graduating, at least 10 hours must be in courses offered by EMU. A minimum of 124 credit hours, completed in-residence or accepted in transfer, is required for graduation. Courses listed in this guide may be completed at the most opportune time for students, whether before or after admission to EMU, as long as appropriate pre-requisites are satisfied
5. A minimum cumulative GPA of 2.0 is required for admission to EMU. Students with a community college GPA of 3.0 or higher will receive priority admission to the College of Business. Students whose community college GPA's are less than 3.0 may apply and be conditionally admitted to the College of Business for the first semester at EMU and will be regularly admitted after successful completion of at least 12 credits at EMU with a minimum overall EMU (GPA) of 2.5.
6. Students are encouraged to contact the College of Business Undergraduate Advising Office before completing an admission application to EMU. To facilitate the evaluation of transcript(s), students should indicate use of this articulation guide on their application to EMU and bring a copy of the articulation guide to all advising sessions.

Effective Dates: January 1, 2012 through December 31, 2014. This is a renewal of an agreement made February 2005 and renewed in 2007. Students who began this program prior to the new effective date have the option of changing to this guide. If this agreement is not renewed at the end of the effective period, students who already started the program will be given an additional three years to be admitted to EMU under the terms of this agreement.

Contacts:

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