

**BUSINESS ARTICULATION AGREEMENT GUIDE**

Henry Ford College– **AB in Business Administration**  
 Eastern Michigan University – **BBA with Any Business Major**

<b>Henry Ford College Courses:</b>	<b>Transfer to Eastern Michigan University as:</b>
<b>Michigan Transfer Agreement (MTA) Requirements (30 credits)</b>	
Students with the MTA endorsement on their community college transcript have satisfied EMU's General Education Core Requirements and will be required to complete only the General Education Application Requirements of one Perspectives on a Diverse World course, one Learning beyond the Classroom experience, and a writing intensive course in the major. <u>Courses listed below for the MTA also satisfy program requirements at EMU and/or HFC.</u> Students who started before fall semester 2014 may continue to follow the MACRAO Agreement until the end of summer semester 2019. A MACRAO version of this articulation guide is available at <a href="http://www.emich.edu/ccr/archartguide_macrao.php">www.emich.edu/ccr/archartguide_macrao.php</a> . For courses approved to satisfy the MTA go to <a href="http://www.hfcc.edu/registration-and-records/mta/hfc-agreement">www.hfcc.edu/registration-and-records/mta/hfc-agreement</a> .	
<b>1. A Course in English Composition</b>	
ENG 131 Introduction to College Writing..... 3	University Elective ..... 3
<b>2. A Second Course in English Composition or a Course in Communication</b>	
<sup>1</sup> ENG 132, ENG 132H or ENG 135 ..... 3	(WRTG 121) or University Elective..... 3
<b>3. A Course in Mathematics</b>	
<sup>2</sup> MATH 141 Introduction to Statistics ..... 4	STAT 170 Elementary Stats or DS 250 Bus Statistics ..... 4
<b>4. Two Courses in Natural Sciences from different disciplines (one lab required)</b>	
Choose from the approved MTA list ..... 7-8	University Electives ..... 7-8
<b>5. Two Courses in Humanities from different disciplines:</b>	
Choose from the approved MTA list ..... 6	University Electives ..... 6
<b>6. Two Courses in Social Sciences from different disciplines</b>	
*BEC 151 Principles of Macroeconomics..... 3	ECON 201 Principles of Macroeconomics ..... 3
Choose a second course from the approved MTA list..... 4	University Elective ..... 4
<b>7. If needed complete an additional course from any category above to satisfy the 30 credit minimum for the MTA.</b>	
<b>EMU "Perspectives on a Diverse World" Requirement:</b> These courses may be used to satisfy an MTA category above. <i>These courses also satisfy an MTA area:</i> <b>Natural Science:</b> BIO 138 (non-lab); <b>Humanities:</b> ART 224, 225, 226, 227; ENG 243, 248; PHIL 201; WR 233, 236; <b>Social Science:</b> ANTH 131, 151, 152, 154; GEOG 132; HIST 113, 243, 261; PHIL 201; POLS 152; PSY 296; SOC 152, 251; <i>This course applies, but does not satisfy the MTA:</i> BBA 250	
<b>HFC Business Administration Requirements (25 credits)</b>	
*BBA 131 Introduction to Business..... 4	COB 200 Introduction to Business (3)+1 ..... 4
*BAC 131 Introduction to Financial Accounting ..... 4	ACC 240 Prin. Of Financial Accounting (3)+1 ..... 4
*BAC 132 Introduction to Managerial Accounting..... 4	ACC 241 Prin. Of Managerial Accounting (3)+1 ..... 4
*BEC 152 Principles of Microeconomics..... 3	ECON 202 Principles of Microeconomics..... 3
*BLW 253 Business Law and the Legal Environment..... 4	LAW 293 Legal Environment of Business (3)+1 ..... 4
*CIS 100 Introduction to Information Technology..... 3	IS 215 Information Systems for Business..... 3
<sup>1</sup> SPC 131 Fundamentals of Speaking..... 3	CTAC 124 Foundations of Speech Communication..... 3
<b>EMU Business Foundation Courses that May be Taken at HFC or EMU (18-27 credits)</b>	
*BBA 231 Business Office Communications ..... 3	MGMT 202 Business Communication ..... 3
<sup>3</sup> Elective Courses ..... 15-24	University Electives ..... 15-24
<b>Credits at HFC:.....73-82</b>	<b>Credits that transfer to EMU..... 73-82</b>

\* Required for EMU's BBA degree. If not transferred, must be completed at EMU.

<sup>1</sup> Must complete MTA or MACRAO, or (WRTG 121 and CTAC 124 at EMU with a minimum grade of a "C-") or a minimum grade of "C" at HFC.

<sup>2</sup> Students who completed a statistics course at HFC may complete DS 251 at EMU. If statistics has not been completed, students may take (DS 250 & 251) or DS 265 at EMU, depending on math placement scores.

<sup>3</sup> Consult with an EMU College of Business advisor to determine how many, if any, electives are needed for transfer.

**Sign up with us:** If you let us know you are using this articulation agreement, we can stay in touch with you and provide information and advising to you while you are still at your community college. Sign up at [www.emich.edu/ccr/trackingssystem/Enter.php](http://www.emich.edu/ccr/trackingssystem/Enter.php)

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<b>Completion of EMU's BBA Program</b>		<b>Sample Sequence for completing the program</b>	
<b>Major Requirements</b>	<b>(42-51 credits)</b>	<b>Sample Sequence for completing the program</b>	
<b>Business Core (18 credits)</b>		<i>Students following this agreement have the option of selecting any of the following disciplines to complete the BBA: accounting, accounting information systems, computer information systems, economics, entrepreneurship, general business, marketing, management, finance, or supply chain management. The recommended course sequence for each discipline can be obtained from the COB Advising Center.</i>	
<sup>1</sup> DS 251 Business Stats for Decision Making or (DS 265)...	3	<a href="http://www.emich.edu/cob/students/advisors/undergraduate.php">http://www.emich.edu/cob/students/advisors/undergraduate.php</a>	
FIN 350 Principles of Finance.....	3	<i>DS 265 or DS 251 must be completed in the first semester at EMU.</i>	
MGMT 386 Organizational Behavior & Theory.....	3	<b>Fall Semester (15 credits)</b>	
MGMT 490 Business Policy.....	3	<sup>1</sup> DS 251 F,W,S or DS 265 F,W,S..... 3	
MKTG 360 Principles of Marketing .....	3	MGMT 386 F,W,S, online..... 3	
OM 374 Introduction to Operations Mgmt.....	3	MKTG 360 F,W,S, online..... 3	
<b>Discipline Requirements (24-33 credits)</b>		Discipline Requirements or Electives..... 6	
Students may choose any of the following areas to complete discipline requirements:		<b>Winter Semester (15 credits)</b>	
Accounting, accounting information systems, computer information systems, economics, entrepreneurship, general business, marketing, management, finance, or supply chain management. See the undergraduate catalog for discipline requirements <a href="http://catalog.emich.edu/">http://catalog.emich.edu/</a>		FIN 350 F,W,S, Prereq: ACC 240..... 3	
<b>Note:</b> Each student must complete a writing intensive course as part of the major. Consult your advisor for course options.		Discipline Requirements or Electives..... 12	
<b>LBC Requirement</b>	<b>(0-3 credits)</b>	<b>Summer Semester (12 credits)</b>	
One "Learning Beyond the Classroom" (LBC) experience or noncredit experience must be completed at EMU. Consult College of Business advisor for options.		MGMT 490 F,W, S, online, Concur Prereq: OM 374..... 3	
		OM 374 F,W,S, online, Prereq: DS 251 or DS 265..... 3	
		Discipline Requirements or Electives..... 6	
<b>Minimum Credits at EMU:</b> .....	<b>42-54</b>	<b>Fall Semester (0-9 credits)</b>	
<b>Transfer Credits from HFC</b> .....	<b>73-82</b>	Discipline Requirements or Electives..... 0-9	
<b>*Minimum Credits to Graduate:</b> .....	<b>124</b>		

<sup>1</sup> Required Business foundation course. Must be completed before formal admission to the BBA program. Students who completed a statistics course at HFC may complete DS 251 at EMU. If statistics has not been transferred, students may take (STAT 170 or DS 250) and DS 251 or DS 265, depending on math placement scores. See page 3 for admission requirements.

\* The minimum credits required to graduate is 124 but the total will vary depending on the business discipline completed at EMU and the program completed at HFC. If enough credits are not transferred, additional credits will need to be completed at EMU to satisfy the minimum required for graduation.

*Note: Choosing electives wisely will increase your employment opportunities in a competitive job market. The College of Business Advisor will assist you in choosing a minor, or selecting courses in an area such as: world languages, manufacturing, apparel merchandising, health administration, hotel and restaurant management, political science/public administration, construction management, graphic design, professional writing, public relations, internships or cooperative education.*

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### Additional Information:

1. Each institution will determine the satisfaction of their individual program and degree requirements. Both HFC and EMU agree to accept transferable courses from each other and from other regionally accredited institutions. HFC courses indicated with an \* are required for EMU's BBA degree. Substitutions for these courses must be approved by the EMU program coordinator.
2. Students with the MTA endorsement on their community college transcript have satisfied EMU's General Education Core Requirements and will be required to complete only the General Education Application Requirements of one Perspectives on a Diverse World course, one "Learning beyond the Classroom" experience, and a Writing Intensive course in the major. The "Perspectives on a Diverse World" requirement may be transferred to EMU.
3. *To use the Michigan Transfer Agreement (MTA), students must have an official community college transcript, with the "MTA Satisfied" endorsement sent to EMU's Admissions Office. Students who do not have "MTA Satisfied" on their community college transcript, will be required to satisfy EMU's general education requirements as applied to transfer students. The MTA may be completed after admission to EMU, however, students should inform their advisors or they may be advised to complete additional courses for the general education program. Students who enrolled in college prior to fall semester 2014 will have until the end of summer semester 2019 to complete the MACRAO agreement. If already on the transcript, the MACRAO designation will be accepted at EMU after August 2019.*
4. Only courses with a grade of "C" or better (2.0 on a 4.0 scale) will be accepted for transfer to EMU.
5. Under this agreement, EMU will waive the 60-hour rule and require that a minimum of 42-51 credit hours 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 appropriate time for students, whether before or after admission to EMU, as long as pre-requisites are satisfied.
6. To be admitted to the COB, students must have completed all 12 pre-admission courses and have an EMU gpa of a 2.5 or higher. Students that have completed all of the pre-admission business foundation courses except DS 265 or DS 251 will need to successfully complete DS 265 or DS 251 in his/her first semester at EMU. Students missing pre-admission business foundation courses beyond DS 265 or DS 251 should consult with an EMU advisor to plan how to complete those courses.
7. Students are encouraged to contact the College of Business Undergraduate Advising Office before applying to EMU. Copies of this agreement are available at [www.emich.edu/ccr/artguide.php](http://www.emich.edu/ccr/artguide.php). To facilitate advising and the evaluation of transcripts, sign up for this articulation agreement using the link [www.emich.edu/ccr/trackingssystem/Enter.php](http://www.emich.edu/ccr/trackingssystem/Enter.php), and bring a copy to all advising sessions.

### Effective dates: September 1, 2017 until August 31, 2020.

This is a renewal of an agreement made in February 2005 and renewed in September 2008 and January 2012. An extension was made through April 2016. If this agreement is not renewed at the end of the effective period, students who already started the program at HFC will have an additional three years to be admitted to EMU under the terms of this agreement. Students who began the program prior to the new effective date have the option of changing to this guide.

### Contacts:

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#### Eastern Michigan University

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