

**Alpena Community College (Alpena)
Transfer Guide**

The Business Administration-Professional Track provides a degree completion program in Business Administration for students who have 24 credits of coursework in an occupational, technical or professional specialty. The degree is designed to prepare individuals for the rapidly changing nature of the work environment in business, government and other nonprofit organizations. Building upon a core of business courses, the program features a tight sequence of major courses; however, the program also provides the flexibility to specialize in an area of interest for the student by declaring a required Minor or Concentration.

Course Requirements

FSU Course	FSU Course Title	FSU Cr. Hrs.	Alpena Equiv.	Alpena Course Title	Alpena Cr. Hrs.
Communication Competency					
COMM 121	Fundamentals of Public Speaking	3	SPE 123	Public Communication	3
ENGL 150	English I	3	ENG 111	English Composition I	3
ENGL 250	English II	3	ENG 112	English Composition II	3
ENGL 325	Advanced Business Writing	3	No Equivalent	No Equivalent	No Equivalent
Quantitative Literacy					
MATH 114 or MATH 115	Quantitative Reasoning Pro. 2 or Intermediate Algebra	4 or 3	No Equivalent or MTH 113	No Equivalent or Intermediate Algebra	No Equivalent or 4
Natural Sciences Competency					
Varies	FSU General Education – Natural Sciences Electives one course with lab	6	Varies	Varies	6
Self and Society Competency					
ECON 221	Principles of Macroeconomics	3	ECN 232	Economics (Macro)	3
ECON 222	Principles of Microeconomics	3	ECN 231	Economics (Micro)	3
Varies	FSU General Education – Self and Society Non-Economics Elective	3	Varies	Varies	3
Culture Competency					
Varies	FSU General Education – Culture Electives - Minimum 9 Credits from two different disciplines with one 200 level or higher	9	Varies	Varies – one course must be at FSU 200+ level	9

Additional General Education Requirement

FSU Course	FSU Course Title	FSU Cr. Hrs.	ACC Equiv.	ACC Course Title	CC Cr. Hrs.
COMM 251 or COMM 332 or COMM 336	Argumentation and Debate or Persuasive Speaking or Tech and Prof Presentation	3	No Equivalent	No Equivalent	No Equivalent
*Varies	FSU General Education	*Varies	Varies	Varies	*Varies

***Business Administration with Concentrations** degree students must complete a total of **48** general education credits to meet College of Business and University requirements.

Please refer to FSU's General Education Requirements at: <http://www.ferris.edu/htmls/academics/gened/index.htm>

Diversity - Competency met by 2 courses designated as Global and U.S. Diversity is satisfied by: These courses can be met through the Culture and Self and Society Competency requirements.

Collaboration Competency – Competency met by 2 courses contained in the Major or Business Core.
BUSN 499, MKTG 321, MGMT 350, MGMT 488

Problem Solving Competency - Competency met by 2 courses contained in the Major or Business Core
ACCT 201, ACCT 202, BUSN 499, MKTG 321, MGMT 350, MGMT 488

FSU Course	FSU Course Title	FSU Cr. Hrs.	Alpena Equiv.	Alpena Course Title	Alpena Cr. Hrs.
Business Core Requirements		30 Credits Required			
ACCT 201	Principles of Financial Acct.	3	BUS 123	Principles of Accounting I	4
ACCT 202	Principles of Managerial Acct.	3	BUS 124	Principles of Accounting II	4
STQM 260	Introduction to Statistics	3	MTH 223	Statistical Methods	4
MGMT 301	Applied Management	3	BUS 127	Principles of Management	3
BLAW 321	Contracts and Sales	3	BUS 222	Business Law	3
MKTG 321	Principles of Marketing	3	BUS 241	Principles of Marketing	3
ISYS 321	Business Information Systems	3	No Equivalent	No Equivalent	No Equivalent
FINC 322	Financial Management I	3	No Equivalent	No Equivalent	No Equivalent
MGMT 370	Quality-Operations Management	3	No Equivalent	No Equivalent	No Equivalent
BUSN 499	Integrating Experience	3	No Equivalent	No Equivalent	No Equivalent

FSU Course	FSU Course Title	FSU Cr. Hrs.	Alpena Equiv.	Alpena Course Title	Alpena Cr. Hrs.
Major Requirements		12 Credits Required			
ISYS 105	Introduction Microcomputer Systems and Software	3	CIS 120	Introduction to Microcomputers	3
MGMT 302	Team Dynamics & Org. Behavior	3	No Equivalent	No Equivalent	No Equivalent
INTB 310 or INTB 335	International Business Systems or Cross-Cultural Business	3	No Equivalent	No Equivalent	No Equivalent
Choose One	Acct. Elective, Finance Elective, Statistics Elective, or MGMT 350	3	No Equivalent	No Equivalent	No Equivalent
MGMT 373	Human Resource Management	3	BUS 235	Personnel Management	3
MGMT 447	Business Ethics and Social Responsibility	3	No Equivalent	No Equivalent	No Equivalent
MGMT 488	Advanced Cases and Problems	3	No Equivalent	No Equivalent	No Equivalent
MGMT 491	Internship	3	No Equivalent	No Equivalent	No Equivalent
Varies	One course at 300/400 Level – Advisor Approval	6	Varies	One course at 300/400 Level – Advisor Approval	6

Choose *One* Required Concentration from the list below or a College of Business Approved Minor or Certificate (Requires Advisor Approval). Must be 12 credits or more.

Advanced Fleet Management
Human Resource Management
International Business Management
Risk Management and Insurance
Lean Systems
Leadership and Project Management
Operations and Supply Management
Small Business and Entrepreneurship

Total Credits Required for Degree:

120

No more than 90 credits may be transferred from the community college to Ferris State University.

Program Contact Information:

Main Campus, Big Rapids

College of Business

(800) 433-7747 | (231) 591-2420 | cob@ferris.edu | www.ferris.edu/cob

Ferris Northern Region

(866) 857-1954 | (231) 995-1734 | ferrisNorth@ferris.edu | www.ferris.edu/statewide

Ferris Online

(800) 562-9130 | (231) 591-2340 | ferrisonline@ferris.edu | www.ferris.edu/online

www.ferris.edu/transfer

Delivery Locations

Ferris courses are offered at the following locations:

- Fully online
- Ferris State University, Big Rapids, MI
- Select courses delivered online and/or in a mixed delivery format (i.e. a mix of online and face-to-face instruction at either Alpena Community College, the Ferris main campus, or at another off-campus location).

Ferris State University and Alpena Community College Business Administration –Transfer Guide

Effective Fall 2017

Ferris State University is an equal opportunity institution. For information on the University's Policy on Non-Discrimination, visit ferris.edu/non-discrimination.

Degree Outcomes

1. Graduates can demonstrate and show the interrelatedness of the elements of planning, organizing, leading, and controlling management functions.
2. Graduates can identify and appropriately evaluate the influence of internal factors such as organizational goals, structure, power, culture, human resources, technology, and resources in terms of managing an organization.
3. Graduates can identify and appropriately evaluate the influence of external factors and stakeholders affecting the organization's performance and business decisions from a managerial position.
4. Graduates have the ability to scan and recognize emergent and pending global threats and opportunities affecting the performance of the organization.
5. Graduates can create a plan to attract, develop, and maintain human resources to support organizational strategy consistent with legal and ethical standards.
6. Graduates can participate in team projects that demonstrate competence in achieving common goals.
7. Graduates can construct and deliver effective presentation skills to inform or persuade business goals, decisions, initiatives and/or results both orally and verbally.
8. Graduates have the ability to perform business planning and execute both strategic and tactical applications of technical and/or industry-specific knowledge and skill sets

General Admission Criteria

New Students SAT Scores

- 2.5 High School GPA (on a 4.0 scale)
- Two of the Three Criteria:
 - SAT ERW score of 450 or higher
 - SAT Math score of 500 or higher. Placement in MATH 109/110 will be considered (SAT MATH score of 480 or higher).
 - SAT Composite of 900 or higher

New Students ACT Scores

- 2.5 High School GPA (on a 4.0 scale)
- Two of the Three Criteria:
 - ACT English score of 16 or higher
 - ACT Math score of 19 or higher
 - ACT Reading score of 19 or higher

Transfer Students – Main Campus, Big Rapids

- Combined college or university GPA of 2.35 (on a 4.0 scale) from all institutions attended). GPA based on completion of 12 credit hours or more. Developmental courses will not be considered in computing the GPA requirement.
- Transfer equivalency for FSU ENGL 150 or placement during the first semester at FSU which would require an ACT English score of 16 or higher; or SAT ERW score of 450 or higher; or Accuplacer English score of 6 or higher.
- Transfer equivalency for FSU MATH 114/115 or placement during the first semester at FSU which would require an ACT MATH score of 19 or higher; SAT MATH of 500 or higher; or Accuplacer Math scores: Elementary Algebra score 75 or higher and College Level Math 0-49.

Transfer Students – Degree Completion at the Community College

To be admitted to this degree program, students must have at least 48 transferable semester credit hours ("C" or better on 4.0 scale) from an accredited college or university with a 2.35 overall GPA and credit for, or placement into Ferris' ENGL 150 and Ferris' MATH 115 are required. Official transcripts from all accredited colleges/universities must be submitted with the Ferris application. Financial aid is available and may include concurrent enrollment at both institutions.

Advising Notes

It is recommended that potential applicants meet with an advisor to review the degree, course schedule, and have any questions answered prior to completing an application. Students who are completing the MTA may have different general education course requirements for the particular degree selected. Meeting with a Ferris advisor prior to the selection of general education or elective course work may reduce the chance of completing a course that will not apply toward the selected degree. Once admitted, students must continue to meet with an advisor as they work toward graduation. Students are encouraged to work with their Ferris Advisor for selection of any electives, to ensure transferability and to minimize credits taken.

Transfer Student Orientation

All new students to Ferris State University are required to complete an orientation.

Online Learning

Select courses delivered online and/or in a mixed delivery format (i.e. a mix of online and face-to-face instruction at the Ferris Main Campus or at an off-campus location). The "Online Readiness Tutorial" is required for students who register for an online *course* or are completing an online *degree*. Students must demonstrate competency in Blackboard skills. This may be done by taking a tutorial and quiz, or, for students who have already taken and passed online courses, they can submit a waiver request. Students should check with the department that offers the class to determine its particular needs and/or the Ferris advisor regarding registration for online course work.

Reverse Transfer Agreement

The Community College and Ferris have entered into a partnership in order to work collaboratively and creatively to increase student completion of associate and bachelor degrees. The partners work together to provide a seamless transfer experience and increase student retention and completion at both the community college and Ferris.

Michigan Transfer Agreement (MTA)

Ferris participates in the Michigan Transfer Agreement (MTA). This agreement will facilitate the transfer of general education requirements from one Michigan institution to another. Students may complete the MTA as part of a degree program or as a stand-alone package. The MTA consists of a minimum of 30 general education credit hours as identified by the college or university.

Students transferring to Ferris with the Michigan Transfer Agreement (MTA) and entering a degree program will have met a 30-hour block of lower-level general education courses. However, this does not exempt students from completing program specific prerequisites or higher-level general education course requirements. Students should contact their advisor regarding classes that meet the MTA.

Students must work with their Ferris advisor to declare a Minor or Concentration and for selection of Directed Electives.

Disclaimer

This is a guide for students who plan to transfer to Ferris State University. This guide is not intended to be a contract with Ferris. The information on this guide is subject to change. Students should contact their community college or Ferris to keep informed of changes. Final responsibility for verifying all transfer information lies with the student. Please refer to effective and/or revised date on the bottom of this guide