

## Henry Ford College (HFC) 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.

### Course Requirements

FSU Course	FSU Course Title	FSU Cr. Hrs.	HFC Equiv.	HFC Course Title	HFC Cr. Hrs.
<b>Communication Competency</b>					
COMM 121	Fundamentals of Public Speaking	3	SPC 131	Fundamentals of Speaking	3
ENGL 150	English I	3	ENG 131/H	Introduction – College Writing	3
ENGL 211 or ENGL 250	Industrial and Career Writing or English II	3	ENG 132/H	College Writing and Research	3
ENGL 325	Advanced Business Writing	3	No Equivalent	No Equivalent	No Equivalent
<b>Quantitative Literacy</b>					
MATH 114 or MATH 115	Quantitative Reasoning for Pro. 2 or Intermediate Algebra	4 or 3	MATH 110 or MATH 115	Intermediate Algebra or College Algebra	4 or 5
<b>Natural Sciences Competency</b>					
Varies	FSU General Education - Natural Sciences Elective one course with lab	6	Varies	Varies	6
<b>Self and Society Competency</b>					
ECON 201	Principles of Microeconomics	3	BEC 152	Principles/Micro Economics	3
ECON 202	Principals of Macroeconomics	3	BEC 151	Principals/Macro Economics	3
Varies	FSU General Education – Self and Society Non-Economics Elective	3	Varies	Varies	3
<b>Culture Competency</b>					
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 Requirements

FSU Course	FSU Course Title	FSU Cr. Hrs.	HFC Equiv.	HFC Course Title	HFC Cr. Hrs.
*Varies	FSU General Education – one course at 300/400 level – Advisor Approval	3	*Varies	Varies	3
*Varies	FSU General Education	*Varies	Varies	Varies	*Varies

\***Business Administration with Professional Track** 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.	HFC Equiv.	HFC Course Title	HFC Cr. Hrs.
<b>Business Core Requirements</b>		30 Credits Required			
ACCT 201	Principles of Financial Acct.	3	BAC 131	Principles of Accounting	4
ACCT 202	Principles of Managerial Acct.	3	BAC 132	Principles of Accounting Continued	4
STQM 260	Introduction to Statistics	3	No Equivalent	No Equivalent	No Equivalent
MGMT 301	Applied Management	3	MGT 230	Principles of Management	3
BLAW 321	Contracts and Sales	3	BLW 253	Principles/Business Law	3
MKTG 321	Principles of Marketing	3	BBA 252	Principles/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.	HFC Equiv.	HFC Course Title	HFC Cr. Hrs.
<b>Major Requirements</b>		12 Credits Required			
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
MGMT 373	Human Resource Management	3	MGT 232	Human Resource Management	3
MGMT 488	Advanced Cases and Problems	3	No Equivalent	No Equivalent	No Equivalent
<b>Professional Track</b>		24 Semester Cr. Hrs. Required			
<b>Varies</b>	Career-Specific Occupational Specialty Courses	24	Varies	Career-Specific Occupational Specialty Courses	24
<b>Free Electives</b>		6 Credits Required			
Varies	One course at 300/400 Level – Advisor Approval	6	Varies	One course at 300/400 Level – Advisor Approval	6

<b>Total Credits Required for Degree:</b>	<b>120</b>
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No more than 90 credit hours 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](mailto:cob@ferris.edu) | [www.ferris.edu/cob](http://www.ferris.edu/cob)

#### Ferris Online

(800) 562-9130 | (231) 591-2340 | [ferrisonline@ferris.edu](mailto:ferrisonline@ferris.edu) | [www.ferris.edu/online](http://www.ferris.edu/online)

[www.ferris.edu/transfer](http://www.ferris.edu/transfer)

#### Delivery Locations

This degree and the Ferris courses are offered at the following locations:

- Ferris State University, Main Campus, Big Rapids
- Select courses may be 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).

#### Degree Outcomes

1. **Interrelatedness** - Graduates can demonstrate and show the interrelatedness of the elements of planning, organizing, leading, and controlling management functions.
2. **Internal Factors** – 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. **External Factors** – 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. **Global** - Graduates have the ability to scan and recognize emergent and pending global threats and opportunities affecting the performance of the organization.
5. **HR Ethical** - Graduates can create a plan to attract, develop, and maintain human resources to support organizational strategy consistent with legal and ethical standards.
6. **Teamwork** - Graduates can participate in team projects that demonstrate competence in achieving common goals.
7. **Communications** - Graduates can construct and deliver effective presentation skills to inform or persuade business goals, decisions, initiatives and/or results both orally and verbally.
8. **Strategic Planning** - 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.

## 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.

## 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.