ARTICULATION AGREEMENT
BETWEEN

Henry Ford College
Associate of Applied Science

and

Purdue University by and on behalf of
Purdue Fort Wayne and its
Bachelors of Applied Science Program

Article I
Agreement on Principle

Purdue University by and on behalf of Purdue Fort Wayne, an state educational institution organized and existing under the laws of the State of Indiana, located at 2101 E. Coliseum Blvd, Fort Wayne, IN 46805 (PFW) and Henry Ford College (HFC), a Michigan Community College, located at 5101 Evergreen Rd., Dearborn, MI 48128, agree that students who choose to transfer to PFW should be provided with a smooth curriculum transition minimizing loss of credit and duplication of coursework. Therefore, PFW and HFC agree to develop this Articulation Agreement (the "Agreement") for students who transfer from HFC to PFW. Both parties enter into this Agreement as cooperating, equal partners who shall maintain the integrity of their separate programs.

Article II
Agreement on Program Specifics

PFW and HFC agree that courses and/or programs stipulated in Appendix A will transfer from HFC to PFW per the relevant Transfer Guides as provided in Appendix B. PFW and HFC agree that any student who has successfully completed coursework and/or programs at HFC may transfer the course credits as indicated on the attached transfer guides toward their degree at PFW. Students must meet all admission requirements at the time of entry to PFW, including submitting official transcripts from all previously attended colleges.

Students completing an Associate of Applied Science (A.A.S.) degree at Henry Ford College earn:
- A minimum of 15 credit hours in General Education courses; and
- A minimum of 45 additional credit hours, including required career preparation and related courses as well as any electives required in their specific program of study.

The Bachelor of Applied Sciences (B.A.S.) degree program at Purdue University Fort Wayne will transfer the completed A.A.S. credit hours from Henry Ford College as follows:
- Up to 15 credit hours will be accepted as equivalent General Education courses;
- Up to 45 credit hours will be accepted as Applied Science Technical Transfer Coursework; and
- Additional credit hours will be accepted as equivalent to General Education, B.A.S. concentration, or elective courses.
- In all cases, only courses in which the student earned a C- or better will be accepted by Purdue University Fort Wayne.
- Students can transfer a total of up to 88 credit hours into the B.A.S. degree program at Purdue University Fort Wayne, but must complete a minimum of 32 resident credit hours at the 200-level or
above, and a minimum of 15 credit hours at the 300-level or above in courses applicable to the major while enrolled at Purdue University Fort Wayne.

In addition to program-specific requirements, students enrolled in the B.A.S. degree program must also complete:

- Purdue University Fort Wayne’s General Education program; and
- Purdue University Fort Wayne’s requirement that students complete at least 30 credit hours of upper-level coursework (generally defined as courses at the 300-level or above).

The entirety of the General Education program and up to 15 credit hours of the upper-level requirement can be completed at Henry Ford College and transferred to Purdue University Fort Wayne. Students who complete a General Education program at Henry Ford College under the terms of the Michigan Transfer Agreement (MTA) will have the completed MTA articulated as equivalent to Purdue University Fort Wayne’s 30-credit hour General Education program.

**Article III**
**Agreement on Communication/Participation**

PFW and HFC agree to cooperate by communicating with each other and with their common and respective publics concerning the established relationship between the two institutions. Communication may include the development of various kinds of publications to inform those who might benefit personally or professionally from the opportunities provided by this Agreement or participation in Transfer Days hosted by the affiliating college. Faculty and staff at both institutions will share the information in this Agreement with interested and qualified students and both institutions will provide counseling and advising to students and prospective students. Both parties expressly agree to abide by the rules and regulations set forth in the Family Education Rights and Privacy Act (FERPA).

**Article IV**
**Maintenance and Review**

PFW and HFC agree to communicate annually in writing any changes to curriculum or policies which affect their relationship. The parties reserve the right to revise the Agreement by mutual written consent. Any changes made to either institution's curriculum, as they affect this Agreement, can be approved through addendums to this Agreement and signed by the respective officials for both PFW and HFC. At least one administrative or faculty member from each institution will be appointed to act as agents for the implementation of this Agreement, to speak for the institution and to communicate changes to respective faculty members, advisors, counselors, and others to whom the information is pertinent. Responsibility for the oversight of this Agreement rests with the Vice Chancellor for Academic Affairs and Enrollment Management at PFW and the Articulation Agreement Manager at HFC.

**Article V**
**Term of the Agreement**

Either Party may terminate this Agreement with or without cause by furnishing the other party 30 days written notice in advance of termination. While in force, PFW and HFC agree to the terms of this Agreement for a period of three years, **July 1, 2020 to June 30, 2023**. By October 1 of the third year, both parties will review the Agreement for revision and renewal. If the Agreement is not renewed before December 31 of 2022, it will be automatically terminated. If this Agreement should terminate or be
terminated, all students currently enrolled in the program will be allowed to complete the program as described.

**Article VI**  
**Indemnification**

Each Party, to the extent permitted by law, shall defend indemnify and hold harmless the other Party, including Affiliates and each of their respective officers, directors, shareholders, employees, representatives, agents, successors and assigns from and against all Claims of Third Parties, and all associated Losses, to the extent arising out of (a) a Party’s gross negligence or willful misconduct in performing any of its obligations under this Agreement, or (b) a material breach by a Party of any of its representations, warranties, covenants or agreements under this Agreement.

**Article VII**  
**Use of Trademarks**

Neither Party shall use Marks of the other Party without the prior written consent of the Party to whom the Marks belong.

**Article VIII**  
**Miscellaneous Provisions**

A. **Independent Parties.** Each institution shall be deemed to be an independent Party and to the extent permitted by law shall not be liable for acts of the other, nor shall they be liable for personal injury or property damage of any other participants in the exchange, unless the party is found to be grossly negligent.

B. **Notices.** Any notice under this Agreement shall be directed to:

<table>
<thead>
<tr>
<th>Purdue University Fort Wayne</th>
<th>Henry Ford College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terri Jo Swim</td>
<td>Brandon Nowak</td>
</tr>
<tr>
<td>Associate Vice Chancellor for Academic Programs</td>
<td>Articulation Agreement Manager</td>
</tr>
<tr>
<td>Kettler Hall, room 174</td>
<td>Henry Ford College</td>
</tr>
<tr>
<td>2101 E. Coliseum Blvd.</td>
<td>5101 Evergreen Rd.</td>
</tr>
<tr>
<td>Fort Wayne, IN 46805</td>
<td>Dearborn, MI 48128</td>
</tr>
<tr>
<td>Email: <a href="mailto:swimt@pfw.edu">swimt@pfw.edu</a></td>
<td>Email: <a href="mailto:bnowak1@hfcc.edu">bnowak1@hfcc.edu</a></td>
</tr>
</tbody>
</table>

C. **Entire Agreement.** This constitutes the entire agreement between the Parties. No prior oral or written agreement, practice, or course of dealing between the Parties relating to the subject matter of this Agreement shall supersede this Agreement. Any addenda and/or exhibits attached have been for the purpose of contract construction and performance.
D. **Waiver.** Failure by either Party to require performance by the other Party or to claim a breach of any provision of this Agreement will neither be construed as a waiver of any subsequent breach nor prejudice either Party with regard to any subsequent action.

E. **Assignment/Amendment.** Either Party cannot assign this Agreement or any interest in this Agreement without prior written consent from the other Party. None of the terms and provisions of this Agreement may be modified or amended except by an instrument in writing executed by each Party.

F. **Disputes.** The Parties agree to attempt best efforts to resolve disputes on an informal basis through meetings and discussions. Disputes that are not resolved at the informal level will be submitted to facilitation. If facilitation is unsuccessful, the Parties shall submit their dispute to binding arbitration in lieu of litigation and waive the right to file suit against the other. The arbitration shall be conducted in Dearborn, Michigan by a mutually acceptable arbitrator who shall determine which Party(ies) shall be responsible for paying the arbitrator’s fee.

G. **Compliance with Federal and State Law.** Without limitation by any provision herein set forth, both parties expressly agree to abide by any and all applicable federal and/or state equal opportunity statutes, rules and regulations including, but not limited to: Title VII of the Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972, the Age Discrimination and Employment Act of 1967, the Equal Pay Act of 1963, the National Labor Relations Act, the Fair Labor Standards Act, the Rehabilitation Act of 1973, the Occupational Safety and health Act of 1970, all as may be from time to time modified or amended. Recognizing that the Parties are required to comply with TITLE IX of the Educational Amendments of 1972 to the Civil Rights Acts of 1964 and the Family Educational Rights and Privacy Act (FERPA), both parties agree to adhere to these laws irrespective of their direct applicability to either party. The Parties agree to hold the other Party harmless from any and all liability arising from any breach of this covenant.

H. **Nondiscrimination Policy.** Each party agrees to comply with and to be separately responsible for compliance with all laws, including anti-discrimination laws, which may be applicable to their respective activities under this program. Both parties will not to discriminate illegally in employment because of race, color, creed, religion, sex/gender, gender identity, sexual orientation, national origin, age, disability, veteran status, marital status, genetic information, or other protected characteristic, which cannot lawfully be the basis for an admissions/employment decision. Furthermore, it is the policy of Purdue and HFC not to discriminate on the basis of race, color, creed, religion, sex/gender, gender identity, sexual orientation, national origin, age, disability, veteran status, marital status, genetic information, or other protected characteristic in providing and the administration of educational programs, services, activities, and employment, or recruitment. Both Parties declare and reaffirm a policy of equal employment opportunity, equal educational opportunity, and nondiscrimination, where applicable, in the provision of educational services to the public. Purdue, for its institution, will make all decisions regarding recruitment, as well as administer all of its educational programs and related supporting services and benefits in a manner which does not discriminate on grounds of race, color, creed, religion, sex/gender, sexual orientation, gender identity, national origin, age, disability, veteran status, marital status, genetic information, or other protected characteristic, which cannot lawfully be the basis for an admissions/employment decision. Henry Ford College, for its institution, will make all decisions regarding recruitment, as well as administer all of its educational programs and related supporting services in a manner which does not discriminate on the grounds of race, color, creed, religion, gender, national origin, age, disability, veteran status, marital status, genetic information, or other protected characteristics, which
cannot lawfully be the basis for an admissions/employment decision.

The Parties agree that they will provide appropriate accommodations and services for all individuals with disabilities who are protected by the Americans with Disabilities Act and make sure that all of their programs are also accessible and comply with the Americans with Disabilities Act (ADA), Rehabilitation Act of 1973, and in particular, the provision that illegal discrimination by either party may be considered a material breach of this Agreement.

I. **Severability.** If any one or more of the provisions of this Agreement should be invalid, illegal, or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions shall not in any way be affected, impaired, or prejudiced thereby, and any provision deemed invalid, illegal, or unenforceable shall be construed and enforced to the greatest extent legally possible.

J. **Execution by Fax or Email.** This document may be validly executed and delivered by facsimile transfer ("Fax") or by electronic mail ("Email"). Any signer who executes this document and transmits this document by Fax or Email intends that the Fax or Email of their signature is to be deemed an original signature for all purposes. Any such Fax or Email printout and any complete photocopy of such Fax or Email printout is hereby deemed to be an original counterpart of this document.
The signatories below warrant they are authorized to enter into this Agreement on behalf of their respective Parties.

For **Henry Ford College**

Russell Kavalhuna, J.D.  
President  
10/6/2020

Michael Nealon, Ph.D.  
Vice President of Academic Affairs  
10/1/2020

Patricia Chatman, Ph.D.  
Dean, School of Business  
Entrepreneurship & Professional Development  
10/9/2020

Jennifer Ernst, Ed.D.  
Dean, School of Liberal Arts  
10/1/2020

Janice Gilliland, Ed.S.  
Dean, School of Science Technology  
Engineering & Mathematics  
10/1/2020

For **Purdue University Fort Wayne**

Ronald L. Elsenbaumer, Ph.D.  
Chancellor  
10/9/2020

Carl Drummond, Ph.D.  
Vice Chancellor for Academic Affairs and Enrollment Management  
9/29/2020

D. Kent Johnson, Ph.D.  
Executive Director of Academic Accountability & Student Success  
9/29/2020

La Tishia Horrell  
Executive Director, General Studies  
9/29/2020

Susan Shunkwiler, D.N.P.  
Dean, School of Health & Human Services  
10/5/2020
# Appendix A

<table>
<thead>
<tr>
<th>Degree Title</th>
<th>Degree Type</th>
<th>Min. Total Credit Hours</th>
<th>HFC School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architecture/Construction Technology</td>
<td>Associate in Applied Science</td>
<td>63</td>
<td>School of Business, Entrepreneurship, and Professional Development</td>
</tr>
<tr>
<td>Automotive Service (ASSET)</td>
<td>Associate in Applied Science</td>
<td>69</td>
<td>School of Business, Entrepreneurship, and Professional Development</td>
</tr>
<tr>
<td>Automotive Service Management - Technical Concentration</td>
<td>Associate in Applied Science</td>
<td>65</td>
<td>School of Business, Entrepreneurship, and Professional Development</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>Associate in Applied Science</td>
<td>63</td>
<td>School of Business, Entrepreneurship, and Professional Development</td>
</tr>
<tr>
<td>CAD - CAM Technician</td>
<td>Associate in Applied Science</td>
<td>62</td>
<td>School of Business, Entrepreneurship, and Professional Development</td>
</tr>
<tr>
<td>CAD Technology - Industrial Drafting</td>
<td>Associate in Applied Science</td>
<td>62</td>
<td>School of Business, Entrepreneurship, and Professional Development</td>
</tr>
<tr>
<td>Computer Information Systems</td>
<td>Associate in Applied Science</td>
<td>60</td>
<td>School of Business, Entrepreneurship, and Professional Development</td>
</tr>
<tr>
<td>Computer Information Systems - Cybersecurity</td>
<td>Associate in Applied Science</td>
<td>62</td>
<td>School of Business, Entrepreneurship, and Professional Development</td>
</tr>
<tr>
<td>Computer Information Systems - Network Administration</td>
<td>Associate in Applied Science</td>
<td>67</td>
<td>School of Business, Entrepreneurship, and Professional Development</td>
</tr>
<tr>
<td>Computer Information Systems - Web Development</td>
<td>Associate in Applied Science</td>
<td>60</td>
<td>School of Business, Entrepreneurship, and Professional Development</td>
</tr>
<tr>
<td>Culinary Arts: Associate in Applied Science</td>
<td>Associate in Applied Science</td>
<td>71</td>
<td>School of Business, Entrepreneurship, and Professional Development</td>
</tr>
<tr>
<td>Electrical Technology</td>
<td>Associate in Applied Science</td>
<td>65</td>
<td>School of Business, Entrepreneurship, and Professional Development</td>
</tr>
<tr>
<td>Energy Technology - Alternative Energy</td>
<td>Associate in Applied Science</td>
<td>66</td>
<td>School of Business, Entrepreneurship, and Professional Development</td>
</tr>
<tr>
<td>Energy Technology - HVAC</td>
<td>Associate in Applied Science</td>
<td>68</td>
<td>School of Business, Entrepreneurship, and Professional Development</td>
</tr>
<tr>
<td>Energy Technology - Multi-Skilled Facility Maintenance Technician</td>
<td>Associate in Applied Science</td>
<td>68</td>
<td>School of Business, Entrepreneurship, and Professional Development</td>
</tr>
<tr>
<td>Program Title</td>
<td>Degree</td>
<td>Credits</td>
<td>College Name</td>
</tr>
<tr>
<td>---------------------------------------------------</td>
<td>-----------------------------</td>
<td>---------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>Energy Technology - Power/Building Engineer</td>
<td>Associate in Applied Science</td>
<td>62</td>
<td>School of Business, Entrepreneurship, and Professional Development</td>
</tr>
<tr>
<td>Engineering Technology - Drafting</td>
<td>Associate in Applied Science</td>
<td>60</td>
<td>School of Business, Entrepreneurship, and Professional Development</td>
</tr>
<tr>
<td>Engineering Technology - Electrical</td>
<td>Associate in Applied Science</td>
<td>60</td>
<td>School of Business, Entrepreneurship, and Professional Development</td>
</tr>
<tr>
<td>Hotel/Restaurant Management</td>
<td>Associate in Applied Science</td>
<td>72</td>
<td>School of Business, Entrepreneurship, and Professional Development</td>
</tr>
<tr>
<td>Industrial Technology General Studies</td>
<td>Associate in Applied Science</td>
<td>60</td>
<td>School of Business, Entrepreneurship, and Professional Development</td>
</tr>
<tr>
<td>Interior Design</td>
<td>Associate in Applied Science</td>
<td>60</td>
<td>School of Business, Entrepreneurship, and Professional Development</td>
</tr>
<tr>
<td>Machine Tool Technology / CNC</td>
<td>Associate in Applied Science</td>
<td>63</td>
<td>School of Business, Entrepreneurship, and Professional Development</td>
</tr>
<tr>
<td>Manufacturing Trades</td>
<td>Associate in Applied Science</td>
<td>60</td>
<td>School of Business, Entrepreneurship, and Professional Development</td>
</tr>
<tr>
<td>Multi-Skilled Manufacturing Maintenance (Mechatronic Manufacturing Maintenance)</td>
<td>Associate in Applied Science</td>
<td>60</td>
<td>School of Business, Entrepreneurship, and Professional Development</td>
</tr>
<tr>
<td>Plant Maintenance Trades</td>
<td>Associate in Applied Science</td>
<td>60</td>
<td>School of Business, Entrepreneurship, and Professional Development</td>
</tr>
<tr>
<td>Process Technology</td>
<td>Associate in Applied Science</td>
<td>60</td>
<td>School of Business, Entrepreneurship, and Professional Development</td>
</tr>
<tr>
<td>Welding Technology</td>
<td>Associate in Applied Science</td>
<td>61</td>
<td>School of Business, Entrepreneurship, and Professional Development</td>
</tr>
<tr>
<td>Firefighter/Paramedic</td>
<td>Associate in Applied Science</td>
<td>71</td>
<td>School of Health and Human Services</td>
</tr>
<tr>
<td>Fitness Leadership</td>
<td>Associate in Applied Science</td>
<td>60</td>
<td>School of Health and Human Services</td>
</tr>
<tr>
<td>Medical Practice — Clinical Management</td>
<td>Associate in Applied Science</td>
<td>64</td>
<td>School of Health and Human Services</td>
</tr>
<tr>
<td>Nursing</td>
<td>Associate in Applied Science</td>
<td>65</td>
<td>School of Health and Human Services</td>
</tr>
<tr>
<td>Nursing - Advancement of LPNs to RNs</td>
<td>Associate in Applied Science</td>
<td>65</td>
<td>School of Health and Human Services</td>
</tr>
<tr>
<td>Ophthalmic Technician</td>
<td>Associate in Applied Science</td>
<td>68</td>
<td>School of Health and Human Services</td>
</tr>
<tr>
<td>Paramedic</td>
<td>Associate in Applied Science</td>
<td>62</td>
<td>School of Health and Human Services</td>
</tr>
<tr>
<td>Physical Therapist Assistant</td>
<td>Associate in Applied Science</td>
<td>72</td>
<td>School of Health and Human Services</td>
</tr>
<tr>
<td>Profession</td>
<td>Degree</td>
<td>GPA</td>
<td>School</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>--------------------------------------</td>
<td>-------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>Radiographer</td>
<td>Associate in Applied Science</td>
<td>74</td>
<td>School of Health and Human Services</td>
</tr>
<tr>
<td>Respiratory Therapist</td>
<td>Associate in Applied Science</td>
<td>74.5</td>
<td>School of Health and Human Services</td>
</tr>
<tr>
<td>Social Work and Counseling Technician</td>
<td>Associate in Applied Science</td>
<td>64</td>
<td>School of Health and Human Services</td>
</tr>
<tr>
<td>Surgical Technologist</td>
<td>Associate in Applied Science</td>
<td>64</td>
<td>School of Health and Human Services</td>
</tr>
<tr>
<td>Biotechnology</td>
<td>Associate in Applied Science</td>
<td>60</td>
<td>School of Science, Technology, Engineering, and Mathematics (STEM)</td>
</tr>
<tr>
<td>Engineering Pathway: Electrical/Computer</td>
<td>Associate in Applied Science</td>
<td>66</td>
<td>School of Science, Technology, Engineering, and Mathematics (STEM)</td>
</tr>
<tr>
<td>Engineering Pathway: Mechanical/Industrial</td>
<td>Associate in Applied Science</td>
<td>69</td>
<td>School of Science, Technology, Engineering, and Mathematics (STEM)</td>
</tr>
<tr>
<td>Engineering Technology - Construction Management</td>
<td>Associate in Applied Science</td>
<td>60</td>
<td>School of Science, Technology, Engineering, and Mathematics (STEM)</td>
</tr>
<tr>
<td>Engineering Technology - Mechanical</td>
<td>Associate in Applied Science</td>
<td>60</td>
<td>School of Science, Technology, Engineering, and Mathematics (STEM)</td>
</tr>
</tbody>
</table>
The Bachelor of Applied Science was developed at Purdue University Fort Wayne for students who have acquired their Associate of Applied Science (A.A.S.) from an accredited institution. The B.A.S. provides Applied Science graduates with an opportunity to further their education, filling a need for students whose A.A.S. degrees previously have not articulated well into four-year institutions. The B.A.S. degree can be adapted toward several career fields, including general supervision, or entry level administration or management. Developed to provide a broad knowledge of skills needed to manage an organization, the B.A.S. provides students with in-depth knowledge in one of five academic concentration areas (Business Specialty, Leadership and Supervision, Interdisciplinary, Information Systems, Information Technology). While not intended to prepare students for traditional graduate degree programs, the program builds on the foundation of the Associate of Applied Science and meets state and university general education and degree credit hour requirements.

Student Learning Outcomes:
Upon successful completion of this degree, students will have:

- Acquisition of Knowledge: Explain breadth of knowledge across disciplines and depth of knowledge in their chosen discipline.
- Acquisition of Knowledge: Demonstrate ability to know when there is a need for information. Identify, locate, evaluate, and effectively and responsibly use and share that information for the problem at hand.
- Application of Knowledge: Demonstrate the ability to integrate and apply that knowledge, and in so doing, demonstrate the skills necessary for life-long learning.
- Personal and Professional Values: Exhibit the highest levels of personal integrity and professional ethics.
- A Sense of Community: Discuss the knowledge and skills necessary to be productive and responsible citizens and leaders in local, regional, national, and international communities.
- A Sense of Community: Display a commitment to free and open inquiry and mutual respect across multiple cultures and perspectives.
- Critical Thinking and Problem Solving: Show facility and adaptability in their approach to problem solving.
- Critical Thinking and Problem Solving: Display critical-thinking abilities and familiarity with quantitative and qualitative reasoning.
• Communication: Demonstrate the written, oral, and multimedia skills necessary to communicate effectively in diverse settings.

Program Delivery:
• The B.A.S. can be completed through on-campus, hybrid, and/or online course delivery options.

Declaring a B.A.S. Major:
In order to declare a B.A.S. major, you MUST have already completed an Associate of Applied Science (A.A.S.) degree.

General Requirements:
Degree Requirements
General Education Requirements
Overlapping Course Content
Academic Regulations

Program Requirements

An Associate of Applied Science (A.A.S.) is required to be accepted into this program. Submit an official transcript showing a completed A.A.S. to the Office of Admissions.
Students must have a 2.0 GPA or higher to graduate.
32 hours of course credit at the 200 level or higher must be taken at Purdue Fort Wayne.
For information on a Plan of Study for the Bachelor of Applied Science degree, check with an advisor.

Upper Level Requirement

A minimum of 30 credit hours must be taken at the 30000-40000 level.
For a list of 20000 level courses that also count as upper level, please go to College of Arts and Sciences for more information.

General Education Requirement: 33 Credits

Applied Science Technical Transfer Coursework: 1-45 Credits

Up to 45 technical Applied Science credit hours (TECH UND) can be transferred in as determined by a credit evaluation.

Concentration: 27-30 Credits

B.A.S. students are required to select a concentration. If an A.A.S. in business was completed, then the Leadership and Supervision Concentration or Interdisciplinary Concentration is recommended. All
A.A.S. graduates must select one of the following five concentrations. All coursework in the concentration must be completed with a grade of C- or higher.

**Business Specialty Concentration with Small Business Management Certification: Credits 27**

BUS 10001 - Principles Of Business Administration Cr. 3.
BUS 20102 - Marketing For The Small Business Cr. 3.
BUS 20103 - Small Business Management Capstone Cr. 3.
OLS 25200 - Human Relations in Organizations Cr. 3.
PHIL 11100 - Introduction To Ethics Cr. 3.

Choose one from the following two courses:

BUS 20000 - Foundations Of Accounting Cr. 3.
BUS 20100 - Principles Of Financial Accounting Cr. 3.

Choose one from the following three courses:

COM 30300 - Intercultural Communication Cr. 3.
COM 32300 - Business And Professional Speaking Cr. 3.
COM 32400 - Introduction To Organizational Communication Cr. 3.

Choose one from the following two courses:

ECON 20000 - Fundamentals of Economics Cr. 3.
ECON 20101 - Introduction to Microeconomics Cr. 3.

Choose one from the following two courses:

ENGL 23202 - Introduction to Business Writing Cr. 3.
ENGL 23301 - Intermediate Expository Writing Cr. 3.

**Leadership and Supervision Concentration with Organizational Leadership Minor: Credits 30**

OLS 26800 Elements of Law (Cr 3) is required for the Leadership and Supervision Concentration and the Organizational Leadership minor if the student does not transfer in, as a part of their Associate of Applied Science degree, a three-credit-hour course in business law.

OLS 25200 - Human Relations in Organizations Cr. 3.
OLS 27400 - Applied Leadership Cr. 3.
OLS 37500 - Training Methods Cr. 3.
OLS 37600 - Human Resources Issues Cr. 3.
PHIL 11100 - Introduction To Ethics Cr. 3.

Choose two from the following three courses:

OLS 32000 - Customer Service and Commitment Cr. 3.
OLS 33100 - Occupational Safety and Health Cr. 3.
OLS 34200 - Interviewing Strategies in Organizations Cr. 3.
Choose one from the following three courses:

**COM 30300 - Intercultural Communication** Cr. 3.
**COM 32300 - Business And Professional Speaking** Cr. 3.
**COM 32400 - Introduction To Organizational Communication** Cr. 3.

Choose one from the following two courses:

**ENGL 23202 - Introduction to Business Writing** Cr. 3.
**ENGL 23301 - Intermediate Expository Writing** Cr. 3.

**Interdisciplinary Concentration: Credits 27**

Students must choose one of the following:

**ENGL 23202 - Introduction to Business Writing** Cr. 3.
**ENGL 23301 - Intermediate Expository Writing** Cr. 3.

The additional required 24 credit hours for the concentration may be in any subject. With the assistance of an academic advisor, students may identify a set of courses which will meet a specific career objectives, including upper level course work, to satisfy the Interdisciplinary Concentration.

**Information Technology Credits: 30**

**ENGL 23401 - Technical Report Writing** Cr. 3.
**ITC 33100 - Networks I** Cr. 3.
**ITC 35000 - Databases** Cr. 3.
**ITC 37000 - Human Computer Interaction** Cr. 3.
**ITC 38000 - Project Analysis Design And Implementation** Cr. 3.
**ITC 11000 - Information Technology Fundamentals** Cr. 3.
**ITC 13000 - Programming Fundamentals I** Cr. 3.
**ITC 21000 - Information Technology Systems** Cr. 3.
**PHIL 11100 - Introduction To Ethics** Cr. 3.

Choose one of the following courses: Credits 3

**COM 30300 - Intercultural Communication** Cr. 3.
**COM 32300 - Business And Professional Speaking** Cr. 3.
**COM 32400 - Introduction To Organizational Communication** Cr. 3.

**Information Systems: Credits 30**

Choose One:

**COM 30300 - Intercultural Communication** Cr. 3.
**COM 32300 - Business And Professional Speaking** Cr. 3.
**COM 32400 - Introduction To Organizational Communication** Cr. 3.

**ENGL 23401 - Technical Report Writing** Cr. 3.
**IST 14000 - Introduction To Visual Programming** Cr. 3.
**IST 16000 - Foundation And Role Of Information Systems** Cr. 3.
**IST 20300 - Advanced Visual Programming** Cr. 3.
**IST 26500 - Enterprise Systems** Cr. 3.
**IST 27000 - Data And Information Management** Cr. 3.
**PHIL 11100 - Introduction To Ethics** Cr. 3.

Choose Two:
- **IST 34000 - Business Process Management** Cr. 3.
- **IST 46700 - Information Systems Project Management** Cr. 3.
- **IST 49200 - Topics In Information Systems** Cr. 3.

**Additional Electives: Minimum of 12-15 Credits**

A minimum of 12 credits are required, if the Leadership and Supervision or Information Systems or Information Technology concentrations were completed. Otherwise, a minimum of 15 credits are required to reach the minimum 120 total credit hour requirement.

**Total Credits: 120**

**Student Responsibility**

You are responsible for satisfying the graduation requirements specified for your selected program. Thus, it is essential that you develop a thorough understanding of the required courses, academic policies, and procedures governing your academic career. All requests for exceptions/waivers to any requirement must be petitioned in writing and approved by the appropriate Dean or Director of the General Studies program.