

# TRANSFER GUIDE



Office Administration

transferring to



Human Resources Management

## About the Transfer Guide...

The Transfer Guide is provided for potential transfer students to illustrate the overall transferability of a specific degree program at Columbus State Community College (CSCC) to a baccalaureate program at Franklin University. The Transfer Guide is not an official Franklin University transfer credit evaluation. This guide lists transfer equivalencies from the CSCC associate degree in Office Administration and the remaining coursework required to complete a Bachelor of Science in Human Resources Management at Franklin University. CSCC coursework is based on the 2006–2007 Catalog. Franklin University coursework is based on the 2006–2007 Franklin University *Academic Bulletin*. Transfer credit is awarded in semester hours. Quarter hours convert to semester hours on a 1:2/3 ratio (1 quarter hour = .67 semester hours). Equivalencies listed as a “Special Elective” or “University Elective” are applied toward degree requirements as appropriate. Transfer credit is awarded for CSCC courses with a grade of C- or higher, including grades of “Pass” and examination credit. Courses completed with a grade of D, when included as part of an associate degree for which a student obtained a GPA of 2.0 or higher, will be accepted in transfer, subject to GPA and course requirements pertaining to the specific major program. Franklin University course equivalencies numbered below 100 and equivalencies listed as “Developmental” do not apply toward degree requirements. Your actual transfer credit may vary depending on several factors, including your choice of electives and coursework completed outside the program of study listed in this guide. Consult a Franklin University Student Services Associate (SSA), to verify how transfer credit may be applied to a specific degree program. Call 614.797.4700 or toll-free 1.877.341.6300 to schedule an appointment with a Franklin University SSA.

## Franklin University Residency Requirement

**Overall requirements:** Students seeking a bachelor’s degree must complete a minimum of 40 credit hours at Franklin University to be eligible for the degree. Transfer credit and credit awarded based on standardized exams, proficiency exams, portfolio exams, or portfolio credit shall not count toward residence at Franklin University. **Course level requirements:** A student must have 40 credit hours overall that are equivalent to 300/400 level Franklin University courses for a bachelor’s degree. **Major Area requirements:** A 2.25 GPA is required in the major area; no course with a grade of D may be applied in the major area. A student must have 20 credit hours in the major area that are equivalent to 300/400 major level Franklin University courses for a bachelor’s degree. **Capstone requirements:** Every major must have a capstone experience that cannot be transferred into Franklin University. Transfer credit course equivalencies and information are subject to change, without notice, due to changes in the curriculum and/or policies at either CSCC or Franklin University. Policies in effect at the time of enrollment and the declaration of a major at Franklin University will be used to determine applicability of coursework. Refer to the current 2006-2007 Franklin University *Academic Bulletin* for more details regarding course descriptions, degree requirements and transfer credit policies. Students are required to demonstrate a competency in Algebra, equivalent to high school Algebra II, prior to graduating from the University. Students will be able to meet this graduation requirement by doing one of the following:

- 1) Submit a high school transcript with evidence of having taken Algebra II and earning a C grade or better
- 2) Transfer credit for a comparable course taken at another college
- 3) Pass the Algebra Competency Exam at Franklin University
- 4) Successfully complete MATH 150 Fundamental Algebra at Franklin University

# Major Transfer Guide



Columbus State Community College  
Associate Degree  
Office Administration

transferring to  
→

Franklin University  
Bachelor of Science  
Human Resources Management



Course	Hours	Course	Hours
<b>Quarter 1</b>			
OADM 101	Business Grammar..... 3	AMGT 904	Technical Elective..... 2
OADM 111	Accounting Basics..... 4	ACCT 902	Core Special Elective.....2.67
OADM 115	Desktop Management (MS Outlook)..... 3	AMGT 904	Technical Elective..... 2
OADM 121	Records Management.....3	AMGT 904	Technical Elective..... 2
OADM 132	Keyboarding II.....3	AMGT 904	Technical Elective..... 2
<b>Quarter 2</b>			
BMGT 101	Principles of Business.....5	BSAD 110	Business Principles.....3.33
BMGT 102	Managing Interpersonal Skills.....3	BSAD 902	Core Special Elective..... 2
OADM 102	Editing Business Documents.....3	AMGT 904	Technical Elective..... 2
OADM 133	Keyboarding III..... 3	AMGT 904	Technical Elective..... 2
OADM 191	Word I..... 3	AMGT 904	Technical Elective..... 2
OADM 188	Introduction to PowerPoint.....1	AMGT 904	Technical Elective..... 2
<b>Quarter 3</b>			
MATH 101	Business Math..... 5	TRNS 951	General Education Elective.....3.33
ENGL 101	Beginning Composition.....3	COMM 120	College Writing (with ENGL 102)..... 2
OADM 134	Keyboarding IV..... 3	AMGT 904	Technical Elective..... 2
OADM 151	Computer Transcription.....3	AMGT 904	Technical Elective..... 2
OADM 192	Word II..... 3	AMGT 904	Technical Elective..... 2
<b>Quarter 4</b>			
BMGT 111	Management..... 5	BSAD 312	Management Theory & Practices.....3.33
OADM 172	Excel..... 3	AMGT 904	Technical Elective..... 2
OADM 261	Electronic Office Procedures.....4	AMGT 904	Technical Elective.....2.67
OADM 167	Desktop Publishing..... 3	AMGT 904	Technical Elective..... 2
BMGT 211	Organizational Behavior.....4	BSAD 325	Organizational Behavior..... 2
<b>Quarter 5</b>			
NSCI 101	Natural Science..... 5	SCIE 902	Science Special Elective.....3.33
OADM 164	WordPerfect..... 3	AMGT 904	Technical Elective..... 2
ENGL 102	Essay & Research..... 3	COMM 120	College Writing (with ENGL 102).....2
LEGL 264	Business Law..... 4	BSAD 220	Business Law..... 2.67
XXX XXX	Technical Elective..... 3	XXX XXX	Varies..... 2
<b>Quarter 6</b>			
BMGT 216	Business Ethics..... 3	ORGC 902	Core Special Elective..... 2
ENGL 200	Business Communications.....3	COMM 320	Business & Professional Communication.....2
COMM 105	Speech OR.		
COMM 110	Conference & Group Discussion.....3	SPCH 100	Speech..... 2
XXX XXX	Technical Elective..... 3	XXX XXX	Varies..... 2
HUM XXX	Humanities 111, 112, 113, 151, 152, or 224.....5	HUMN 901	Humanities Special Elective.....3.33

Given the transfer equivalencies above, the following coursework would be required at Franklin University to complete a Bachelor of Science in Human Resources Management.

Franklin University	Course Hours	Franklin University	Course Hours
PF 321	Learning Strategies..... 2	ACCT 215	Financial Accounting..... 4
PF 305	Global Cultures..... 4	ACCT 225	Managerial Accounting..... 4
XXX XXX	Social Science Special Elective..... 4	FINA 301	Principles of Finance..... 4
ECON	Micro or Macroeconomics..... 4	MKTG 300	Marketing..... 4
COMP 106	Intro to Spreadsheets.....4	HRM XXX	HRM Major Area Courses..... 28
COMP 108	Intro to Databases..... 4		
MATH 215	Statistical Concepts..... 4		
XXX XXX	General Education Electives..... 8		