



EMBRY-RIDDLE
AERONAUTICAL UNIVERSITY



EMBRY-RIDDLE AERONAUTICAL UNIVERSITY

Bachelor of Science in Technical Management

New Mexico State University - Alamogordo

2400 North Scenic Drive
Alamogordo, NM 88310
(505) 439-3600

Associate of Applied Science

Business Office Technology - Administrative Assistant

2003/2004

Articulation Agreement Template

2003/2004

ARTICULATION AGREEMENT

It is indeed a pleasure to introduce this 2003/2004 Articulation Agreement between Embry-Riddle Aeronautical University and New Mexico State University - Alamogordo. This Articulation Agreement is a cooperative agreement that facilitates the transfer of students from New Mexico State University - Alamogordo to Embry-Riddle Aeronautical University. Courses are carefully reviewed and evaluated to insure that their content and course objectives are the equivalent and will transfer to the Bachelor of Science in Technical Management program offered by ERAU.

We hope you will carefully review the Articulation Agreement and take advantage of the comprehensive information you find in its pages.

If you require additional assistance, please contact your local Embry-Riddle representative, Bill Bagwell at ERAU 49 MSS/DPE 596 Fourth Street, Suite 203, Holloman AFB, NM 88330-9644; (505) 479-6892; holloman.center@erau.edu or the Extended Campus Student Services Articulations Evaluator, Lesli Betts at 1-800-522-6787 or Lesli.Betts@erau.edu.

Sincerely,

Sincerely,

Robert E. Myers, Ph D.,
Chancellor
Embry-Riddle Aeronautical University

Rodger Bates, Ph.D.,
Campus Executive Officer
New Mexico State University - Alamogordo

INTRODUCTION

Embry-Riddle Aeronautical University is an independent, non-sectarian, non-profit, coeducational university with a history dating back to the early days of aviation. The University serves culturally diverse students motivated towards careers in aviation and aerospace. Residential campuses in Daytona Beach, Florida, and Prescott, Arizona, provide education in a traditional setting, while an extensive network of Extended Campus centers throughout the United States and abroad serves civilian and military working adults.

Embry-Riddle is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, Telephone: 404-679-4501) to award degrees at the associate, bachelor's, and master's levels.

The Extended Campus seeks to be the provider of choice of peerless academic degree and certificate programs, corporate training, and professional development services to working professionals and their employers in the aerospace and aviation industries. As a student-centered campus, we accomplish our mission by effectively developing, delivering, and continually assessing high-quality, high-demand, and highly relevant degree and non-degree professional programs through both face-to-face traditional classroom instruction and through asynchronous, interactive online delivery. In so doing, we enable professional working adult learners to advance their personal and career goals in ways that meet their needs regardless of geographic location or the constraints of time. The Extended Campus is organized under the direction of the Chancellor.

The size and geographic dispersion of the University coupled with a faculty that places teaching as their foremost activity, insures small class sizes and the opportunity for ample interaction between faculty and students.

It is the purpose of Embry-Riddle Aeronautical University to provide a comprehensive education to prepare graduates for productive careers and responsible citizenship with special emphasis on the needs of aviation, aerospace, engineering and related fields.

This Articulation Agreement in Bachelor of Science in Technical Management between Embry-Riddle Aeronautical University and New Mexico State University - Alamogordo is designed to facilitate the transfer of students. Students who are intending to make the transfer under these programs, and others who might be advising those students should use this Articulation Agreement.

To be considered for admission, students transferring to Embry-Riddle Aeronautical University must have earned at least a minimum cumulative grade point average (CGPA) of 2.0 for all institutions attended to be considered for admission.

Even though transfer credit is awarded for a specific ERAU course as part of the Agreement, no assumption may be made that credit is awarded for any prerequisite course(s) to the ERAU course unless it is (they are) specifically part of this Agreement. A grade of "C" or better is required to be accepted as transfer credit.

It is important that the transfer student provide official transcripts as soon as possible for the timely evaluation and transfer of credits before actual enrollment in the University degree program.

All programs and courses listed in the ERAU catalog are not available at every Extended Campus center or distance learning.

The following is an overview of requirements for the 2003-2004 Bachelor of Science in Professional Aeronautics at ERAU:

AVIATION CONCENTRATION (Minimum 18, maximum 36)		18	Credit from Aeronautical Science, Aviation Maintenance, Aviation History in America, Air Traffic Control, and Safety
GENERAL EDUCATION		36	<i>Courses may include but are not limited to the following :</i>
9	Communication Theory and Skills		Composition, Speech, Professional/Technical Writing, Oral Communications, Interpersonal Communications
3	Humanities		*Studies in Cultural Aesthetics, Philosophical and Spiritual Dimensions of the Human conditions
3	Social Sciences		*Economics, Psychology, Sociology, History, Geography, Political Science
3	*Upper Level Hum or SS		Literature, Logic, Religion, Anthropology, Government
3	Macro Economics		
3	Computer Literacy		Hands-on software application, Programming
3	Mathematics		College algebra or higher
3	Statistics		
3	Physical Science		Astronomy, Chemistry, Zoology, Geology, Oceanography
3	Physics		Quantum, Acoustic, Particle, Thermodynamic
PROGRAM SUPPORT		15	<i>Courses available at ERAU :</i>
3	Aviation Legislation		ASCI 254
3	Aviation Law		ASCI 405
3	Micro Economics		ECON 210
3	Principles of Management		MGMT 201
3	Financial Accounting		MGMT 210
PROFESSIONAL DEVELOPMENT		21	Upper division courses in Aeronautical Science, Air Traffic Control, Economics, Management, and Safety
UPPER DIVISION OPEN ELECTIVES		12	Upper division courses except those that would duplicate the discipline used as the Aviation Area of Concentration
LOWER LEVEL OPEN ELECTIVES (minimum 0, maximum 18)		18	Any courses except those that would duplicate the discipline used as the Aviation Area of Concentration
TOTAL		120	
			At least twenty-five percent of the semester credit hours needed for degree completion must be earned through Embry-Riddle instruction.

The following is an overview of requirements for the 2003-2004 Bachelor of Science in Technical Management at ERAU:

TECHNICAL SPECIALTY		15	Courses include but are not limited to the following: Aviation Maintenance Technology, Aeronautical Science, Air Traffic Control, Computer Science, Physical Science, Safety, Applied Meteorology, Aviation Business
GENERAL EDUCATION		36	<i>Courses may include but are not limited to the following :</i>
9	Communication Theory and Skills		Composition, Speech, Professional/Technical Writing, Oral Communication, Interpersonal Communication
3	Humanities		* Studies in Cultural Aesthetics, Philosophical and Spiritual Dimensions of the Human conditions.
3	Social Sciences		* Economics, Psychology, Sociology, History, Geography, Political Science
3	Upper Level Hum or SS		Literature, Logic, Religion, Anthropology, Government
3	Macro Economics		
3	Computer Literacy		Hands-on software application, Programming
6	Mathematics		College algebra or higher
6	Physical Science		Astronomy, Chemistry, Zoology, Geology, Oceanography
PROGRAM SUPPORT		6	<i>Courses available at ERAU :</i>
3	Macro Economics		ECON 211
3	Statistics		MATH 211 OR MATH 222
BUSINESS CORE		33	<i>Courses available at ERAU :</i>
3	Principles of Mgmt		MGMT 201 Principles of Management
3	Financial Accounting		MGMT 210 Financial Accounting
3	Advanced Computer Based Systems		MGMT 221 Adv Computer Based Systems
3	Marketing		MGMT 311 Marketing
3	Managerial Accounting		MGMT 312 Managerial Accounting
3	Human Resource Mgmt		MGMT 314 Human Resource Management
3	Organizational Behavior		MGMT 317 Organizational Behavior
3	Business Information Systems		MGMT 320 Business Information Systems
3	Social Responsibility and Ethics in Management		MGMT 325 Social Responsibility & Ethics Management
3	International Business		MGMT 335 International Business
3	Business Law		MGMT 390 Business Law
TECHNICAL MANAGEMENT CORE		12	Upper division courses in Management
OPEN ELECTIVES		9	Upper division courses
OPEN LECTIVES		9	Courses from any discipline
TOTAL		120	

At least twenty-five percent of the semester credit hours needed for degree completion must be earned through Embry-Riddle instruction.

**Transfer Table
Articulation Agreement**

The successful completion of the following **Institution Name Degree Program Title** courses will transfer to the ERAU **Professional Aeronautics degree program** if in accordance with the **Catalog Year articulation agreement**.

Articulation Institution Name, Program Name, Course of Study	Sem. Hrs.	Embry-Riddle Aeronautical University Bachelor of Science in Professional Aeronautics degree program requirements.	Sem. Hrs.		
COURSE NUMBER/TITLE		COURSE NUMBER/TITLE	BS		
AVIATION AREA OF CONCENTRATION): ** (18 - 36)		AVIATION AREA OF CONCENTRATION):			
		AVIATION AREA OF CONCENTRATION): Courses include but are not limited to the following: Aviation Maintenance, Aeronautical Science, Air Traffic Control, Safety, and MGMT 340,413,423,433 and 443			
GENERAL EDUCATION	36	GENERAL EDUCATION	36		
COMMUNICATION THEORY & SKILLS (9)		Embry-Riddle courses in the general education categories Communication Theory and Skills, Humanities and Social Sciences may be chosen from those listed below, assuming prerequisite requirements are met. Courses from other institutions are acceptable if they fall into these broad categories and are at the level specified.			
MATHEMATICS (College Algebra or higher & MATH 211 or 222) (6)					
COMPUTER SCIENCE (3)					
PHYSICAL AND LIFE SCIENCES (PHYS 102 & Physical Science Elective) (6)					
HUMANITIES - LOWER LEVEL ELECTIVE (3)					
SOCIAL SCIENCES - LOWER LEVEL ELECTIVE (One must be economics) (6)					
HUMANITIES/SOCIAL SCIENCES - UPPER LEVEL ELECTIVE (3)					
PROGRAM SUPPORT	15			PROGRAM SUPPORT	15
				ASCI 254 AVIATION LEGISLATION	3
				ASCI 405 AVIATION LAW	3
		ECON 210 MICROECONOMICS	3		
		MGMT 201 PRINCIPLES OF MANAGEMENT	3		
		MGMT 210 FINANCIAL ACCOUNTING	3		
PROFESSIONAL DEVELOPMENT ELECTIVES	21	PROFESSIONAL DEVELOPMENT ELECTIVES	21		
		Select from the list of upper-level courses in Aeronautical Science, Air Traffic Control, Management, Economics and Safety			
OPEN ELECTIVES (Upper Level) (300-400): ** (0 - 12)		OPEN ELECTIVES (Upper Level) (300-400):			
OPEN ELECTIVES (Lower Level) (300-400): ** (0 - 12)		OPEN ELECTIVES (Lower Level) (300-400):	(0 - 18)		
*TOTAL CREDITS TRANSFERRED	0	TOTALS CREDITS NEEDED	120		
		TOTAL CREDITS TRANSFERRED	0		
		TOTAL ERAU DEGREE REQUIREMENTS	120		
**If less than 36 AAOC hours awarded, adjust hours to equal 48 total for AAOC and Open Electives (Upper and/or Lower). If less than 12 Upper Level AAOC hours awarded, adjust hours to equal a minimum of 39 Upper Level hours for the degree. Enter appropriate hours in Sem.Hr. Column (next to heading), then list individual courses and credit hours in designated area below for calculation to occur.					

Transfer Table Articulation Agreement

The successful completion of the following New Mexico State University - Alamogordo Associate of Applied Science - Business Office Technology/Administrative Assistant courses will transfer to the ERAU Technical Management program if in accordance with the 2003/2004 articulation agreement.

New Mexico State University - Alamogordo Associate of Applied Science - Business Office Technology/Administrative Assistant	Sem. Hrs.	Embry-Riddle Aeronautical University Bachelor of Science in Technical Management degree program requirements.	Sem. Hrs.	
COURSE NUMBER/TITLE		COURSE NUMBER/TITLE	BS	
TECHNICAL SPECIALTY	15	~TECHNICAL SPECIALTY		
BOT 102 - Keyboarding: Document Formatting	3	TECHNICAL SPECIALTY: Courses include but are not limited to the following: Aviation Maintenance Technology, Aeronautical Science, Air Traffic Control, Computer Science, Physical Science, Safety, Applied Meteorology, Aviation Business, Logistics, Occupational Safety & Health and Professional Valuation.		
BOT 213 - Word Processing I (3)	3			
BOT 110 - Records Management (3)	3			
BOT 203 - Office Equipment & Procedures I (3)	3			
BOT 204 - Office Equipment & Procedures II (3)	3			
GENERAL EDUCATION	36	GENERAL EDUCATION	21	
COMMUNICATION THEORY & SKILLS (9)		Embry-Riddle courses in the general education categories Communication Theory and Skills, Humanities and Social Sciences may be chosen from those listed below, assuming prerequisite requirements are met. Courses from other institutions are acceptable if they fall into these broad categories and are at the level specified.		
ENGL 111 - Rhetoric & Composition (3)	3			
ENGL 203 Business & Professional Communications (3)	3			
COMM 265 - Principles of Human Communication (3)	3			
MATHEMATICS (College Algebra or Higher) (6)				
courses may be taken at ERAU				
COMPUTER SCIENCE (3)			Communication Theory & Skills	9
CS 110 - Computer Literacy (3)	3		Mathematics (College Algebra or Higher)	6
PHYSICAL AND LIFE SCIENCES (6)			Computer Science	3
courses may be taken at ERAU			Physical & Life Sciences	6
HUMANITIES - LOWER LEVEL ELECTIVE (3)		Humanities - Lower Level Course	3	
course may be taken at ERAU		Social Sciences - Lower Level Course	3	
SOCIAL SCIENCES - LOWER LEVEL ELECTIVE (6)		ECON 210 Microeconomics	3	
(One must be economics)		Humanities/Social Science Upper Level	3	
PSY 201 - Introduction to Psychology (3)	3			
HUMANITIES/SOCIAL SCIENCES - UPPER LEVEL ELECTIVE (3)				
course may be taken at ERAU				
PROGRAM SUPPORT	6	PROGRAM SUPPORT	6	
courses may be taken at ERAU		ECON 211 MACROECONOMICS	3	
		MATH 211 STATISTICS W/ AVIATION APPLICATIONS OR- MATH 222 BUSINESS STATISTICS	3	
BUSINESS CORE:	33	BUSINESS CORE:	33	
courses may be taken at ERAU		MGMT 201 PRINCIPLES OF MANAGEMENT	3	
		MGMT 210 FINANCIAL ACCOUNTING	3	
		MGMT 221 ADVANCED COMPUTER BASED SYSTEMS	3	
		MGMT 311 MARKETING	3	
		MGMT 312 MANAGERIAL ACCOUNTING	3	
		MGMT 314 HUMAN RESOURCE MANAGEMENT	3	
		MGMT 317 ORGANIZATIONAL BEHAVIOR	3	
		MGMT 320 BUSINESS INFORMATION SYSTEMS	3	
		MGMT 325 SOCIAL RESPONSIBILITY & ETHICS IN MANAGEMENT	3	
		MGMT 335 INTERNATIONAL BUSINESS	3	
		MGMT 390 BUSINESS LAW	3	
TECHNICAL MANAGEMENT CORE: (300-400 Upper Level Management courses)	12	TECHNICAL MANAGEMENT CORE: (300-400 Upper Level Management courses)	12	
courses may be taken at ERAU				
OPEN ELECTIVES (Upper Level) (300-400):	9	OPEN ELECTIVES (Upper Level) (300-400):	9	
courses may be taken at ERAU				
OPEN ELECTIVES (Lower Level):	9	OPEN ELECTIVES (Lower Level):		
BOT 106 - Business Mathematics (3)	3			
BOT 205 - Microcomputer Accounting I (3)	3			
OECS 215 - Spreadsheet Applications (3)	3			
TOTAL CREDITS TRANSFERRED	39	TOTALS CREDITS NEEDED	81	
		TOTAL CREDITS TRANSFERRED	39	
		TOTAL ERAU DEGREE REQUIREMENTS	120	

Notes on using the Transfer Table Articulation Agreement Calculating Worksheets

1. The Transfer Table Articulations Agreement worksheets contains **formulas** that will automatically add all credit entered as transfer credit (on the left side of the form) under the Articulation Institution Column, then deduct those hours from the Embry-Riddle degree program requirements (on the right side of the form).

2. A “**blue**” font color has been setup in all the fields where entries are made under the “Course Number and Title” and “Sem. Hr.” columns in order to easily distinguish entered information from the form itself. Of course, this helps only when being viewed on the screen, if you print the form, all information will print as black unless you have a color printer.

****Note:** In the spread sheets, the standard degree program requirements have been entered (as part of the form) for each heading (such as General Education, Program Support, etc.). Under each heading a cell is provided to enter the course and semester hour information, that deducts from the requirements listed. However, for the Professional Aeronautics degree program, there are variables in the AAOC and Open Electives UL/LL, therefore, for these sections, you must first enter the appropriate hours in the Sem. Hr. column next to the heading, then list the individual courses and credit hours in the designated area below, for the calculation to occur.

3. **Decimals:** The spreadsheet is designed to automatically round off numbers. Therefore, "2.5" will show as "3". In the event you need to enter credit with a decimal, simply enter in the number, such as 2.7 credit hours, then select Format, Cell and Number, then change the decimal places from 2 to 1.

4. When entering a number in a cell as the first digit, the Excel system is programmed to do some type of calculation. To prevent the system from calculating text that you may want to enter as a description, always place an apostrophe before that number and the system will treat that number as if it is text. Example (‘00123 Econ.)

5. The transfer spreadsheets, along with the rest of the articulation template have been placed in a “**Read Only**” format to prevent you from overwriting the original. If you try to save data in the spreadsheet or template it will prompt you that it is in “read only” format and tell you to rename the file.

6. If you enter more than the maximum amount of credit in any given area, you will see a minus (-) beside the digit in the “credits needed” column. This will alert you to check you figures.