

MEMORANDUM OF UNDERSTANDING HARFORD COMMUNITY COLLEGE & TOWSON UNIVERSITY

February 11, 2016

Business Administration B.S. Degree

Harford Community College in Bel Air, Maryland, and Towson University, agree to follow the articulation of courses outlined in the articulation (course equivalency) document, for completion of requirements for the Bachelor of Science degree in Business Administration (Attachment A), which is attached to, and incorporated by reference into, this Memorandum of Understanding (MOU). The following principles guide the operation of this MOU, with the requirements for transfer in specific curricula set forth in Attachment A.

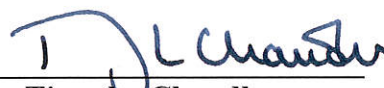
1. Towson University will accept a maximum number of 64 credits from Harford Community College as outlined in the Attachment A. The number of transferable credits specific to this program is reflected in Attachment A.
2. Students who have completed the Associate of Science Degree in the Business Administration program at Harford Community College may transfer into Towson University with junior standing provided that the student has completed all courses identified on Attachment A (which is attached to, and incorporated by reference into, this MOU) with a cumulative GPA of 2.00 or higher. Courses completed at Harford Community College with 300 or 400 level Towson University course equivalencies will transfer as lower-level credit but will satisfy course content provided that the student validates the course with a higher level course for which the transferred course is a prerequisite.
3. Only courses in which a grade of C (2.00) or better is earned will apply toward the major at Towson University.
4. In accordance with the MHEC transfer policy pertaining to general education requirements, Towson University will accept the completion of Harford Community College general education requirements (GenEds) and students will be required to complete courses at Towson University to satisfy the remaining University *Core* Curriculum requirements as shown in Attachment A.
5. Towson University recognizes college-level experiential learning gained through previous work, military and/or volunteer service or life experience. Credit for prior learning may also be established through course challenge or standardized credit by examination.
6. Harford Community College students transferring to Towson University will be given every consideration for financial aid and will be eligible to compete for academic scholarships upon entrance to Towson University subject to stated scholarship deadlines.

7. Both Harford Community College and Towson University agree to work together to facilitate the transfer of students from Harford Community College to Towson University to work cooperatively to insure the high quality of the programs at the respective institutions. Transfer of students will be in accordance with policies and procedures of both institutions, as they may be amended from time to time.
8. This MOU will be in effect initially for ten years, beginning *Spring 2016* with a review every two years by both parties. Any revisions the parties deem necessary must be evidenced in writing and signed by the authorized officials of each institution. The MOU may be terminated by either party for due cause and after adequate notice of not less than six months is given to the other party.
9. Towson University will establish procedures to provide information on the academic progress of Harford Community College students enrolled as part of this MOU.
10. This MOU, when signed, constitutes the entire agreement between the parties and supersedes all prior agreements and understandings between the parties respecting the matter hereof.

HARFORD COMMUNITY COLLEGE AND TOWSON UNIVERSITY


Dr. M. Annette Haggray
Vice President for Academic Affairs

Date 2/17/16


Dr. Timothy Chandler
Provost and Vice-President for
Academic Affairs

Date 3/3/16

HARFORD COMMUNITY COLLEGE - BUSINESS ADMINISTRATION A.S. DEGREE
TOWSON UNIVERSITY/ BUSINESS ADMINISTRATION B.S. DEGREE

| HARFORD COMMUNITY COLLEGE | | | TOWSON UNIVERSITY | | | |
|-------------------------------------|---|-------|----------------------------------|------|-------------------------------------|------------------------|
| COURSE # | COURSE TITLE | CRS. | TU EQUIVALENCY | CORE | COMMENTS | COURSE ID# |
| | | | TSEM 102 (waived) | 1. | Towson Seminar | 13192 |
| ENG101 | ENGLISH COMPOSITION | 3 | ENGL 102 | 2. | English Composition | 2348 |
| **MATH 203 OR MATH 212 | CALCULUS I OR CALCULUS WITH APPLICATIONS | 3-4 | MATH 273 OR MATH 211 | 3. | Mathematics | 4407 4389 |
| CTIS 102 | INTRO TO INFORMATION SCIENCES | 3 | COSC 111 | 4. | Creativity & Creative Development | 13369 |
| GH | ARTS/HUMANITIES ELECTIVE * | 3 | Depends on Choice | 5. | Arts & Humanities | |
| **ECON 101 | MACROECONOMICS | 3 | ECON 202 | 6. | Social & Behavioral Sciences | 1789 |
| GL | BIO/PHYS LAB SCIENCE ELECTIVE | 4 | Depends on Choice | 7. | Biological & Physical Science w/Lab | |
| GS | BIO/PHYS SCIENCE ELECTIVE | 3-4 | Depends on Choice | 8. | Biological & Physical Science | |
| | | | | 9. | Advanced Writing Seminar | |
| GB | BEHAVIORAL/SOCIAL SCIENCE ELECT (NOT ECONOMICS) * | 3 | Depends on Choice | 10. | Metropolitan Perspectives | |
| GH | ARTS/HUMANITIES ELECTIVE * | 3 | Depends on Choice | 11. | The United States as a Nation | |
| ELECT | GENERAL ELECTIVE (choose any GenEd elective) | 3 | Depends on Choice | 12. | Global Perspectives | |
| ***CMST 101 | SPEECH FUNDAMENTALS | 3 | COMM 131 | 13. | Diversity & Difference | 1221 |
| | | | | 14. | Ethical Issues & Perspectives | |
| Total CORE in Transfer | | 34-36 | | | | |
| **ACCT 101 | ACCOUNTING PRINCIPLES I | 3 | ACCT 201 | | | 0004 |
| **ACCT 102 | ACCOUNTING PRINCIPLES II | 3 | ACCT 202 | | | 0005 |
| **BA 246 | LEGAL ENVIRONMENT OF BUSINESS | 3 | LEGL 225 | | | 4346 |
| **MATH 216 | INTRODUCTION TO STATISTICS | 4 | ECON 205 | | | 1792 |
| BA 101 | INTRODUCTION TO BUSINESS | 3 | USEL TLL | | | 10792 |
| **ECON 102 | MICROECONOMICS | 3 | ECON 201 | | | 1788 |
| ENG 102 OR ENG 109 OR ENG 216 | ENGLISH COMPOSITION & LITERATURE OR ENGLISH COMPOSITION:RESEARCH WRITING OR BUSINESS COMMUNICATIONS | 3 | ENGL TLL ENGL 152 USEL TLL | | | 10267 2352 10792 |
| PHED | PHYSICAL EDUCATION ELECTIVE | 1 | PHEA TLL | | | 10564 |
| BUS ELECT | BUSINESS ADMINISTRATION ELECTIVE | 3 | Depends on Choice | | | |
| Program Requirements at HCC | | 22-23 | | | | |
| Total Program Requirements at HCC | | 60-62 | | | | |
| Maximum Credits in Transfer | | 64 | | | | |

64 credit transfer maximum. **6** Core Curriculum units must be completed at Towson University: **9.** Advanced Writing Seminar (BUSX 301); **14.** Ethical Issues & Perspectives (MNGT 482).

One of the courses denoted by an asterisk () must satisfy Diversity requirement at HCC

**TU Lower Level Business Administration (BUAD) required course

***Requires Course Directive for Core placement.

HARFORD COMMUNITY COLLEGE - BUSINESS ADMINISTRATION A.S. DEGREE
TOWSON UNIVERSITY/ BUSINESS ADMINISTRATION B.S. DEGREE

Admission to the Business Administration major requires:

- A minimum cumulative grade point average of 2.00 for all coursework
- A minimum grade point average of 2.70 or higher in the 6 graded courses required for admission (Accounting I; Microeconomics; Macroeconomics; Statistics; Calculus; Legal Environment of Business)
- A grade of "C" or higher in each individual course listed above

Note: Beginning with Towson University's 2015-2016 catalog, Business majors are required to complete the Bloomberg Essentials Certification for Equities (as part of FIN 331) prior to graduation.

CORE requirements to be completed at TU: **6**

- BUSX 301 Business Communications (CORE 9) 3
- MNGT 482 Business Ethics and Sustainability (CORE 14) 3

BUAD Program Requirements to be completed at TU: **26**

- EBTM 250* Problem-Solving in Business I 1
- EBTM 251 Problem-Solving in Business II 1
- EBTM 337 Enterprise Information Systems 3
- FIN 331 Principles of Financial Management 3
- MNGT 361 Leadership and Management 3
- MKTG 341 Principles of Marketing 3
- BUSX 460 Professional Experience 3
- EBTM 350 Business Analytics 3
- EBTM 365 Principles of Operations Management 3
- MNGT 481 Strategic Management 3

*This course will be waived for students who have completed the 2013 Excel Expert Microsoft Office Specialist (MOS) exams (Parts I & II) and obtained certification.

HARFORD COMMUNITY COLLEGE - BUSINESS ADMINISTRATION A.S. DEGREE
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BUAD Concentration/Track: 21-24

Economics Track (21 units)
 Entrepreneurship Concentration (24 units)
 Finance Concentration (24 units)
 Financial Planning Track (21 units)
 Human Resource Management Concentration (24 units)
 International Business Concentration (24 units)
 Investments Track (21 units)
 Legal Studies Concentration (24 units)
 Leadership and Management Concentration (24 units)
 Marketing Concentration (24 units)
 Project Management and Business Analysis Concentration (24 units)

Total Units to B.S. Degree: 120

| | |
|---|-------|
| Harford Business Administration Degree | 60-62 |
| Completion of University Core at TU | 6 |
| Completion of BUAD program Requirements | 26 |
| Completion of Concentration Track | 21-24 |
| Electives | 2-7 |