

**Southwestern College
and
Butler Community College**

Business Administration Memorandum of Agreement

Introduction

This agreement formally recognizes that **Southwestern College** and **Butler Community College** are active educational partners in providing educational opportunities for currently enrolled and potential students of our combined institutions. **Southwestern College** and **Butler Community College** share a commitment to increasing opportunities for student access to and success in higher education. Agreement to this partnership requires a commitment by both institutions to facilitate a student's ability to transfer into an undergraduate degree program without jeopardizing the intended mission and stated goals of either institution.

Purpose

This agreement defines a structure through which articulation on all levels can be supported. This agreement is specifically designed to allow for maximum transfer of credit and a seamless transition for students earning an associate degree. Development and distribution of all transfer articulation products (e.g. brochures, checklists or transfer guides) are the responsibility of **Southwestern College**. **Southwestern College** will honor the input from **Butler Community College** so that the most efficient transfer possible may be achieved for the student. **Southwestern College** and **Butler Community College** agree to develop a working plan which may include:

1. Creation and implementation of transfer material.
2. Counselor/advisor and faculty interchange.
3. Determination of location and method of distributing advisement information.
4. Distribution of transfer information on the Internet including the ability to electronically link both institutions through their transfer websites.

Transfer Elements

1. All coursework presented by students who have attended **Butler Community College** will transfer to **Southwestern College**, with the exception of varsity athletics or courses identified by the first institution as developmental/remedial. A maximum of 64 hours earned at two-year colleges will apply to the bachelor's degree. Students transferring with an associate degree from **Butler Community College** will not be required to take any further general education course work if they have already completed English Composition I and II as well as a college level math course (preferably College Algebra). Students will only be required to complete coursework in their chosen major plus any additional course work needed to reach a minimum of 60 hours of upper division course work. Students must have a minimum of 124 credit hours to graduate from **Southwestern College**.
2. **Butler Community College** students may apply to **Southwestern College** program with 30 hours of credit. Although **Southwestern College** programs only require a minimum of 30 earned hours before entrance,

it is preferable that **Butler** students enter with an AA, AS, or AAS from **Butler Community College**. The Butler general education coursework completes the Southwestern College general education program requirements.

Business Administration

Butler Community College	Southwestern College
<p>General Education Courses EG 101 Composition I EG 102 Composition II SP 100 Public Speaking or SP 102 Interpersonal Communication MA 131 College Algebra with Review or MA 135 College Algebra BA 104 Information Processing Systems or Computer Literacy Computer Literacy Elective Humanities (6 hours) Behavioral Sciences (3 hours) Laboratory Sciences (5 hours) Health & Physical Education Elective (1 hour)</p> <p>Technical Requirements BA 126 Accounting I BA 127 Accounting II BA 204 Managerial Accounting EC 200 Principles of Microeconomics EC 201 Principles of Macroeconomics MA 148 Calculus with Applications MA 210 Applied Statistics or MA 220 Statistics for Management, Life and Social Science. Related Electives (choose 9 hours) BA 109 Small Business Management BA 110 Introduction to Business BA 112 Personal Finance BA 140 Introduction to Marketing BA 178 Payroll Accounting BA 184 Human Resource Management BA 210 Principles of Management</p>	<p>Recommended Prerequisites ECON 326 Economic Theory BUS 395 Corporate Finance</p> <p>Required Major Courses BSAD 310 Financial Accounting Systems BSAD 430 Financial Management BSAD 320 Managerial Economics BUS 394 Marketing BSAD 340 Legal Environment of Business BSAD 410 International Business BSAD 420 Management Information System Analysis BSAD 440 Strategic Management</p> <p>Required Common Courses HRD 210 Entrance Seminar (1 credit hour) ENG 420 Business and Administrative Communication BQM 427 Professional Communication and Presentation BUS 337 Business Ethics BUS 445 Management Decision Making LAS 499 Responsibility for the Future BQM 425 Research Project</p>
62 Total Hours	43 Hours
	19 hours of elective classes will need to be taken for the 60 hour 4 year university/college requirement to be met.
	124 Total Hours needed to graduate

3. Students from **Butler Community College** will be guaranteed admission to any chosen program offered through **Southwestern College** upon satisfaction of all other conditions for admission, as stated in the **Southwestern College** catalog. **Southwestern College** admission requirements include:

- High school graduation or GED;
- A minimum of three years work experience (or satisfactory interview with the director of academic affairs explaining why this can be waived).

4. Upon completion of the bachelor's degree, the associate degree will be listed on the baccalaureate transcript.

Southwestern College will honor this agreement with all associate degree granting institutions currently accredited or in candidacy status by regional or national accrediting bodies recognized by the U.S. Department of Education. **Butler Community College** agrees to notify **Southwestern College**, of any adverse changes in its accreditation status.

Transfer literature for degrees offered at **Southwestern College**, will be provided upon request by contacting the Professional Studies administrative offices.

No financial implications concerning the transfer or exchange of cash, equipment, or real estate is intended or implied by this agreement. **Southwestern College** and **Butler Community College** are separate and independent institutions of higher education and intend to remain so. The administrators of **Southwestern College** and **Butler Community College** are authorized to prepare and implement plans of action and procedures necessary to effect this agreement.

Longevity of Agreement

This agreement will be in effect for three years from the date of administrative endorsement, below. Renewal of agreement with appropriate content changes will be discussed at the end of this time period. Renewal of this agreement requires the written consent of both **Southwestern College** and **Butler Community College**. Transfer literature will be updated on an annual basis.

Southwestern College

Butler Community College

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