

**Southwestern College Professional Studies  
and  
Tulsa Community College**

**Business - Administrative Careers Option Memorandum of Agreement**

**Introduction**

This agreement formally recognizes that **Southwestern College Professional Studies (SCPS) and Tulsa Community College (TCC)** are active educational partners in providing educational opportunities for currently enrolled and potential students of our combined institutions. **SCPS** and **TCC** 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 **SCPS**. **SCPS** will honor the input from **TCC** so that the most efficient transfer possible may be achieved for the student. **SCPS** and **TCC** 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 **TCC** will transfer to **SCPS**, 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 **TCC** 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 **SCPS**.
2. **TCC** learners may apply to **SCPS** program with 30 hours of credit. Although **SCPS** programs only require a minimum of 30 earned hours before entrance, it is preferable that **TCC** students enter with an AA from **TCC**. The **TCC** general education coursework completes the **SCPS** general education program requirements.

<b>Tulsa Community College Business – Administrative Careers Option (AAS)</b>	<b>Southwestern College Professional Studies Business Administration (BS)</b>
<p><b>General Education Requirements (18 hours)</b>  ECON 2013 Principles of Macroeconomics  ENGL 1113 Composition I  ENGL 1213 Composition II  PHIL/BUSN 1143 Introduction to Ethnicity: Business Issues  OR  PSYC 1313 Human Relations  POLN 1113 American Federal Government  HIST 1483 U.S. History 1492 to Civil War Era OR  HIST 1493 U.S. History Civil War Era to Present</p> <p><b>Core Business Courses (18 hours)</b>  ACCT 2213 Financial Accounting  BUSN 1053 Introduction to Business  BUSN 1353 Business Mathematics  BUSN 2313 Business Law I  CSCI 1203 Computer Concepts and Applications  ECON 1353 Personal Finance</p> <p><b>Business (12 hours)</b>  BUSN 2173 Skill building and Document Processing  BUSN 2183 Word Processing  BUSN 2643 Procedures for Administrative Careers  BUSN 2683 Administrative Careers Internship</p> <p><b>Computer Information Systems (9 hours)</b>  CSCI 2033 Excel  CSUS 1033 Adobe Photoshop  CSYS 1043 Adobe Acrobat</p> <p><b>Controlled Electives (3 hours)</b></p>	<p><b>Recommended Prerequisites</b>  ECON 326 Economic Theory  BUS 395 Corporate Finance</p> <p><b>Required Major Courses</b>  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  CAPS 491 Senior Capstone</p> <p><b>Required Common Courses</b>  HRD 210 Building Academic Success (1 credit hour)  CLO 320 Critical Thinking  CLO 340 Ethics in Today's Organizations  CLO 410 Decision Sciences  CLO 415 Professional Communication  CLO 499 Responsibility for the Future</p>
60 Total Hours	43 Hours
(A maximum of 64 credit hours will be transferred in as two-year credits and applied to the bachelor's degree requirements.)	17 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

### Equivalency Chart

<b>Tulsa Community College</b>	<b>Southwestern College</b>
ENGL 1113 Composition I	PSC 225 Composition I
ENGL 1213 Composition II	PSC 226 Composition II
SPCH 1113 Speech Communication I	PSC 227 Interpersonal Communication or PSC 242 Speech
MATH 1513 College Algebra	PSC 229 College Algebra

3. Students from **TCC** will be guaranteed admission to any chosen program offered through **SCPS** upon satisfaction of all other conditions for admission, as stated in the **SCPS** catalog. **SCPS** 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.

**SCPS** 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. **TCC** agrees to notify **SCPS**, of any adverse changes in its accreditation status.

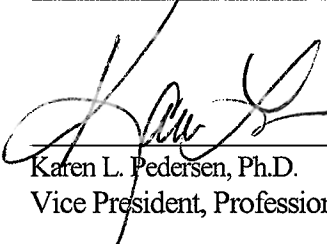
Transfer literature for degrees offered at **SCPS**, will be provided upon request by contacting the Professional Studies administrative offices.

No financial implications concerning the transfer or exchange of cash, equipment, or real estate is intended or implied by this agreement. **SCPS** and **TCC** are separate and independent institutions of higher education and intend to remain so. The administrators of **SCPS** and **TCC** 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 **SCPS** and **TCC**. Transfer literature will be updated on an annual basis.

#### Southwestern College Professional Studies

 5/5/11  
\_\_\_\_\_  
Karen L. Pedersen, Ph.D.      Date  
Vice President, Professional Studies

Southwestern College Professional Studies  
2040 South Rock Road  
Wichita, Kansas 67207  
(316) 684-5335

#### Tulsa Community College

 5/4/11  
\_\_\_\_\_  
Ric Baser, Ph.D.      Date  
Vice President and Chief Academic Officer

Tulsa Community College  
6111 E. Skelly Dr.  
Tulsa, Oklahoma 74135  
(918) 595-7980