

MEMORANDUM OF UNDERSTANDING
CARROLL COMMUNITY COLLEGE & TOWSON UNIVERSITY
April 19, 2019

HEALTH CARE MANAGEMENT (Business Administration minor) B.S. Degree

Carroll Community College, Westminster, 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 Health Care Management w/ Business Administration minor (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 Carroll 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 Arts in Arts and Sciences/General Studies at Carroll Community College may transfer into Towson University's Health Care Management w/ Business Administration minor program 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 Carroll Community College with 300 or 400 level Towson University course equivalencies will transfer as lower-level credit but will satisfy course content as indicated.
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 Carroll Community College's general education requirements (GenEds) and students will be required to complete courses at Towson University to satisfy the remaining *University Core* 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. Carroll 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 Carroll Community College and Towson University agree to work together to facilitate the transfer of students from Carroll 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 *fall 2019*, 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 Carroll 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.

CARROLL COMMUNITY COLLEGE AND TOWSON UNIVERSITY

Dr. Rosalie Mince
Vice President of
Academic and Student Affairs

Date _____

Dr. Melanie Perreault
Provost and Executive Vice-President
for **Academic Affairs**

Date _____

CARROLL COMMUNITY COLLEGE – ARTS & SCIENCES/GENERAL STUDIES A.A. DEGREE
TOWSON UNIVERSITY – HEALTH CARE MANAGEMENT B.S. DEGREE WITH BUSINESS ADMINISTRATION MINOR

CARROLL COMMUNITY COLLEGE			TOWSON UNIVERSITY (TU)		
COURSE #	COURSE TITLE	CRS.	TU EQUIVALENCY	COMMENTS	COURSE ID#
	General Education Applied to CORE				
				<i>Towson Seminar Waived</i>	13192
ENGL 101	College Writing (<i>Composition</i>)	3	ENGL 102		2348
MATH 115*	Introduction to Statistical Methods (<i>Mathematics</i>)	4	MATH 231	Satisfies required course in major.	4393
AH Gen Ed	Arts & Humanities	3	Varies by choice.		
AH Gen Ed	Arts & Humanities	3	Varies by choice.		
ECON 100	Principles of Micro Economics (<i>Social & Behavioral Science</i>)	3	ECON 201	Satisfies course in required minor.	1788
ECON 102	Principles of Macro Economics (<i>Social & Behavioral Science</i>)	3	ECON 202	Satisfies course in required minor.	1789
Lab Science	Biological & Physical Science Gen Ed with Lab	4	Varies by choice.		
Science	Biological & Physical Science Gen Ed	3-4	Varies by choice.		
ENGL 102	Writing about Literature (<i>Literature</i>)	3	ENGL TLL		10267
Gen Ed	Diversity General Education Elective	3	Varies by choice.		
Gen Ed	General Education Elective	3	Varies by choice.		
Units Applied to TU Core		35-36			
	Program Requirements/Electives				
ACCT 101*	Financial Accounting	3	ACCT 201	Satisfies course in required minor.	4
ACCT 102*	Managerial Accounting	3	ACCT 202	Satisfies course in required minor.	5
BUAD 101	Introduction to Business	3	USEL TLL		3
BUAD 205*	Business Law	3	LEGL 225	Satisfies required course in major.	4346
CIS 101*	Intro. To Computer Information Systems	3	COSC 111	Satisfies required course in major.	1328
HIT 225*	Healthcare Delivery Systems	3	HLTH 207	Satisfies required course in major.	4346
MKTG 201*	Principles of Marketing	3	MKTG T41	Lower-level equivalent of MKTG 341. Satisfies course in required minor.	10513
SOC 120*	Introduction to Aging Studies	3	GERO 101	Satisfies required course in major.	3215
Electives	General Elective	0-1	Varies by choice.		
Program Requirements Applied		24-25	Core Transfer Package: CORE Package 3**		
Total Units Completed at Carroll CC		60			
Maximum Units in Transfer		64			

*Course selection is recommended to satisfy requirements for both the Associate's degree and Bachelor's degree. The bachelor's degree cannot be completed in a total of four years if course selections are not made as indicated. See pages 2-4 for details.

**Core Package constitutes recognition of a completed general education program without further review. Students who receive a Core Package 3 will complete two Core Curriculum requirements at TU. Students who complete fewer general education credits than specified above may be required to complete additional Core requirements.

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Carroll CC Course Selection Details

GENERAL EDUCATION:

Students should complete the following courses for the specified Carroll CC general education requirements in order to satisfy requirements in the business administration minor at TU. This minor is a requirement of the health care management major.

- 1) For the Mathematics Gen Ed, take **MATH 115 Introduction to Statistical Methods** to satisfy the statistics requirement for the minor.
- 2) For the Social & Behavioral Sciences Gen Ed, take both **ECON 100 Principles of Micro Economics** and **ECON 102 Principles of Macro Economics** to satisfy required courses in the minor.

General education requirements without a specified course may be satisfied by courses of a student's choosing. Students should refer to the Carroll CC catalog for a list of approved courses for each requirement.

NOTE: Students should not complete PHIL 105 Ethics for their arts and humanities or general education elective requirement. This is not advised because there is already a Core 14 Ethical Perspectives course required within the major at TU. Students will not be exempt from the major requirement and may be required to complete a different Core Curriculum requirement if they take PHIL 105.

PROGRAM REQUIREMENTS:

Students should take the following courses as program electives in order to satisfy required courses in the major or minor at TU:

- 1) **ACCT 101 Financial Accounting** – This course will satisfy a course in the required business administration minor at TU.
- 2) **ACCT 102 Managerial Accounting** - This course will satisfy a course in the required business administration minor at TU.
- 3) **BUAD 205 Business Law** - This course will satisfy a required course in the major at TU.
- 4) **CIS 101 Intro to Computer Information Systems** – This course will satisfy a required course in the major at TU.
- 5) **HIT 225 Healthcare Delivery Systems** – This course will satisfy a required course in the major at TU.
- 6) **MKTG 201 Principles of Marketing** – This course will satisfy a course in the required business administration minor at TU. It will transfer as a lower-level version of MKTG 341 which will not count toward the graduation requirement of 32 upper-level units.
- 7) **SOC 120 Introduction to Aging Studies** – This course will satisfy a required foundation course in the major at TU.

Students must also take BUAD 101 Introduction to Business as their program elective in order to satisfy a prerequisite for Carroll CC's MKTG 201.

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DEGREE REQUIREMENTS TO BE COMPLETED AT TU

CORE CURRICULUM REQUIREMENTS: **6 UNITS**

Core 9	Advanced Writing Seminar	<i>(ENGL 317)</i>	3 units
Core 14	Ethical Perspectives	<i>(HCMN 441)</i>	3 units

HEALTH CARE MANAGEMENT MAJOR REQUIRED COURSES: **30 UNITS**

ENGL 317	Writing for Business and Industry	<i>(Counted above – Core 9)</i>	<i>(3 units)</i>
HCMN 305	Community Health Administration		3 units
AHLT 311	Human Resource Management for Allied Health Professionals		3 units
HCMN 413	Services and Housing for the Long-Term Care Consumer		3 units
HCMN 415	Financing and Organization of Health Care Services in the U.S.		3 units
HCMN 435	Health Information and Quality Management		3 units
HCMN 441	Legal and Ethical Issues in Health Administration	<i>(Counted above – Core 14**)</i>	<i>(3 units)</i>
AHLT 445	Research Methods in Interprofessional Health Studies		3 units
HCMN 495	Health Care Management Internship*		12 units

*Students must complete a hands-on, full-term, full-time (40 hour a week, 12 units) supervised Health Care Management internship. To be eligible for the internship, students must have senior status and must have successfully completed all course work for the degree prior to internship placement.

**Completion of an ethics course at Carroll CC does not exempt students from the requirement of HCMN 441.

REQUIRED MINOR IN BUSINESS ADMINISTRATION*: **6 UNITS**

FIN 330	Essentials of Financial Management	3 units
MNGT 361	Leadership and Management	3 units

*Students must declare the minor once they enroll at TU by submitting a change of major request to the Registrar's Office. Students must complete at least 12 units of College of Business & Economics (CBE) coursework at TU for this minor. For this agreement only, CBE will accept HCMN coursework toward the CBE residency requirement.

LONG-TERM HEALTH CARE TRACK (OPTIONAL*) **9 UNITS**

GERO 350	Physical Health and Aging	3 units
HCMN 417	Long-term Care Ethical Problems	3 units
HCMN 419	Long-term Care Administration	3 units

*Students who opt to complete this track must complete the internship in a long-term care setting.

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ADDITIONAL BACHELOR’S DEGREE REQUIREMENTS:

- A C (2.0) or higher is required in all major courses and prerequisites.
- A cumulative grade point average (GPA) of 2.0 is required.
- 32 units of the bachelor’s degree must be completed at the upper level (courses numbered 300 or above).

TOTAL UNITS TO B.S. DEGREE: **120 UNITS**

Carroll CC General Studies or Arts & Sciences A.A. Degree	60
Completion of Core Curriculum at TU	6
TU Health Care Management Major & Business Administration Minor	36-45
General Electives	9-18

**If students do not follow the course selections outlined in this document, completion of the bachelor’s degree within 2 years and 120 credits cannot be guaranteed.*