

**TRANSFER AND ARTICULATION AGREEMENT  
BETWEEN  
BERKELEY COLLEGE AND BOROUGH OF MANHATTAN COMMUNITY  
COLLEGE (BMCC)**

**NOVEMBER 2003**

**1) PURPOSE**

Berkeley College and Borough of Manhattan Community College (BMCC) hereby enter into this agreement to facilitate the opportunities for students who wish to transfer from the BMCC A.A. Degree Program in Business Administration to the Berkeley College B.B.A. Degree in Management or General Business. This agreement specifies the condition and requirements necessary for those students to transfer to Berkeley College with no loss of credit.

**2) CHANGES**

Neither party may change this agreement unilaterally. Proposed changes in policies or curricula by either party must be communicated in writing to the other party and agreed upon in consultation with relevant officials of each institution. Any changes agreed upon must be signed, dated, and attached to this agreement.

**3) NOTICE OF CANCELLATION**

Either party may independently cancel this agreement by notifying the other party no less than one academic year before the intended date of cancellation.

**4) PERIOD**

This agreement is in effect for a period of four years from the date of signatures. This agreement must be reviewed every four years by an exchange of correspondence between the Provost and Executive Vice President of Berkeley College, and the Vice President for Academic Affairs of BMCC.

**5) GENERAL REQUIREMENTS**

All students transferring to Berkeley College must meet the following general requirements:

- a) Students must have a cumulative grade point average of at least 2.0 on a 4.0 scale.
- b) Berkeley College will accept transfer credits only, not course grades.

- c) Except for students entering with an Associate Degree as described in item d., all courses must be completed with a grade of "C" or higher to be accepted as transfer.
- d) At least 60 semester (90 quarter) credits will be accepted towards the Berkeley College B.B.A. Degree in Management or General Business from the BMCC A.A. Degree Program in Business Administration (see below):
- e) Students eligible for transfer to Berkeley College under this agreement must have met at least the minimum admission requirements to enter BMCC, including a U.S. high school diploma.
- f) During the period of this agreement, both institutions agree:
  - a) To monitor the academic performance of BMCC students who matriculate at Berkeley College under this agreement, identify problems, and work cooperatively to ensure a smooth transfer with minimal academic disruption.
  - b) To notify each other concerning any contemplated curricular changes, which would affect the future of this agreement.
  - c) That all programs shall be consistent with the mission, goals, and regulations of both institutions and the laws and regulations of the United States for Berkeley College and BMCC.

## **6) FINANCIALS**

The Tuition at Berkeley College for 2004 is \$5,150 per quarter for 12-18 credits. Because the College realizes that educational costs are an important consideration when selecting a college, Berkeley College offers protection from tuition increases to students who maintain continuous, full-time enrollment.

In addition, Berkeley will offer five scholarships to BMCC Associate Degree graduates. Students with a GPA of 3.0 or higher entering Berkeley and enrolling in a Bachelor of Business Administration program will be eligible for a scholarship of up to \$5,000 per academic year.

## **7) PUBLICATION**

The BMCC may use this agreement and the name of Berkeley College in the official College Catalog but not in promotional or advertising literature designed to recruit new students to BMCC or in recruitment sessions with individual persons.

BOROUGH OF MAHANTTAN COMMUNITY COLLEGE (BMCC)	BMCC CREDITS	BERKELEY COLLEGE	BERKELEY HOURS
AA- Business Administration		BBA- General Business/ Management	
ENG 101 - English Composition I AND ENG 201 - English Composition II	6	ENG 101 - English Composition I AND ENG 102 - English Composition II AND ENG 103 - English Composition III	9
HED 100 - Health Education	2	Free Elective	4
MAT 200 - Introduction to Discrete Mathematics OR MAT 206 - Mathematical Foundations of Calculus	4	MAT 211 - College Algebra	4
ECO 201 - Macroeconomics OR ECO 202 - Microeconomics	3	SOC 201 - Macroeconomics	4
SPE 100 - Fundamentals Speech	3	ENG 111 - Oral Communication	3
XXX xxx - Liberal Arts Elective	21	Liberal Arts AND	12
XXX xxx - Music or Art	2	FREE ELECTIVE	18
XXX xxx - Science	4	Humanities Elective	4
		Science Electives	4
BUS 104 - Introduction to Business	3	BUS 100 - Business Organization and Management	4
BUS 110 - Business Law	3	BUS 231 - Business Law I	4
ACC xxx - Accounting Elective	3	ACC 101 - Financial Accounting I AND ACC 104 - Managerial Accounting	8
CIS 100 - Computer Applications	3	CIS 104 - Computer Essentials AND CIS 120 - Spreadsheets and Database Management Applications AND CIS 125 - Graphical Presentations and Integration	8
MAR 100 - Introduction to Marketing	3	MKT 220 - Principles of Marketing	4
<b>Total Credits</b>	<b>60</b>		<b>90</b>

## **BACHELOR OF BUSINESS ADMINISTRATION DEGREE (B.B.A.)**

### **GENERAL BUSINESS**

General Business is a broad-based program of study especially suited for those students who want the opportunity to broaden their education within the context of their individual, personal, and career objectives. This flexible program encourages students to build concentrations in more than one specific area of study under the guidance of an academic advisor. Extended studies in areas related to specific employment opportunities, as well as concentrations that will complement prior learning, are encouraged. Requirements include the completion of at least 20 credits from one of the following: Management, Marketing, or International Business courses listed in Addendum A. In addition, business electives and free electives may be combined to complete more than one concentration.

The following is an example of the courses required for a transfer student from BMCC to complete the B.B.A. degree at Berkeley College. This takes into consideration the transfer credits received per the transfer evaluation above.

### **COURSE REQUIREMENTS**

### **Qtr. hrs. Credit**

#### **MAJOR COURSES**

	Specialization	20
	Business Electives	14
BUS480	Internship	5

#### **BUSINESS COURSES**

BUS110	Mathematics for Business	4
BUS220	Placement Seminar	1
BUS309	Principles of Finance	4
BUS451	Business Strategy and Policy	4
MGT220	Principles of Management	4

#### **LIBERAL ARTS COURSES**

MAT215	Statistics	4
SOC105	Group Dynamics: Coll. and Leadership	3
SOC110	Psychology	4
SOC202	Microeconomics	4
	Social Science Elective	4
	Humanities Electives	7

**FREE ELECTIVES** 8

**Total Credit Berkeley College** 90  
**Total Credits Transfer** 90

**180 CREDIT HOURS REQUIRED FOR GRADUATION**

## **ADDENDUM A:**

The specialization requirement is satisfied by the completion of at least 20 credits from one of the following areas: Management, Marketing, or International Business. Courses are listed below.

### **MANAGEMENT**

<b><u>Course</u></b>		<b><u>Qtr. Hrs. Credit</u></b>
MGT228	Management Seminar	2
MGT231	Organizational Behavior	4
MGT314	Org. Theory and Dev.	4
MGT420	Managing for Change	4
MGT425	Management Simulation	4
MGT495	Business Management Colloq.	2
IBS240	International Management	4

### **MARKETING**

<b><u>Course</u></b>		<b><u>Qtr. Hrs. Credit</u></b>
MKT231	Advertising and Promotion	4
MKT241	Consumer Behavior	4
MKT246	Professional Selling	4
MKT330	Marketing Logistics	4
MKT390	Market Research	4
MKT410	New Product Development	4

### **INTERNATIONAL BUSINESS**

<b><u>Course</u></b>		<b><u>Qtr. Hrs. Credit</u></b>
IBS201	International Business	4
IBS220	International Trade	4
IBS230	International Marketing	4
IBS240	International Management	4
IBS320	International Business Law	4
IBS330	International Economics	4
IBS340	International Finance	4