ADDENDUM

to the

COOPERATIVE AGREEMENT

between

Rose State College

and

Metro Tech

November 17, 2000

The purpose of this Addendum is to replace the Family Services and Child Care Agreement signed May 15, 1997, as a revised appendix to the Metro Tech Cooperative Agreement approved April 15, 1999, effective FY 2001. Competencies taught through the Metro Tech Child Care Training and Development Program and reviewed by Rose State College faculty will be accepted toward the Rose State College Family Services and Child Care Associate in Applied Science Degree Program. All procedures described in Sections III through XX in the basic cooperative agreement document will apply to Child Care Training and Development Program students at Metro Tech who subsequently pursue the degree at Rose State College.

Attached is supporting documentation required by the Oklahoma State Regents for Higher Education. These documents include: the revised “Titles of Programs/Degrees,” the Rose State College Family Services and Child Care Associate in Applied Science Degree Program and Course Descriptions, and Metro Tech Child Care Training and Development Program/Course Equivalencies, Faculty Credentials, and Facilities and Equipment.

This Addendum to the Rose State College/Metro Tech Cooperative Agreement meets all criteria of our existing joint cooperative program. These Cooperative Agreements enhance utilization of past learning experience and eliminate unnecessary duplication of instruction for students pursuing the Family Services and Child Care Associate in Applied Science Degree Program.

Adult and secondary level students will be able to receive credit in the identified courses at Rose State College in accordance with the Rose State College Cooperative Agreement Metro Tech signed December 7, 1999.

Dr. James J. Cook, President
Rose State College

Dr. James D. Branscum, Superintendent
Metro Tech

December 7, 2000

Date

1/25/01

Date
Business Administration

BA 1403 Business English
A course designed to provide intensive concentration on the principles of spelling, punctuation, capitalization, word forms, sentence structure, and proofreading, particularly as they apply to business.

BA 2413 Business Ethics
This course is designed to explore aspects of business ethics, such as sources of American business ethics, traditional business practices, and anticipated future trends. Developers of moral and ethical concepts and their various philosophies are investigated as related to corporate culture. Case studies involving real world situations are used to apply concepts.

BA 2503 Business Communications
This course is designed to prepare students to write effective memoranda, reports, and various types of letters such as good-news letters, bad-news letters, and persuasive requests. Emphasis is also given to improving oral communication skills, listening skills, and nonverbal communication skills. Before enrolling in this course, completion of ENGL 1113 and BA 1403 is strongly recommended. Some assignments must be typewritten.

BA 2513 Human Relations in Business
Human Relations in Business deals with the complexities of human behavior as exhibited in an organizational environment and demonstrates how the success or failure of individual, group, and organizational goals is dependent upon effective work groups.

BA 2523 Problem Solving in Business
This course is designed to teach individuals how to develop and utilize crucial problem-solving techniques. Included in this in-depth study are practical applications involving conceptual models, assessment instruments, research findings, and case studies.
Prerequisites: BA 1303 or MM 2103 or AOT 2503 or MM 2113

Chemistry

CHEM 1114 Introductory Chemistry
A one-semester course designed primarily for students who wish to obtain a general knowledge of the fundamental principles of inorganic chemistry.
Prerequisite: elementary algebra or high school algebra I or equivalent

Computer and Information Technology

CIT 1093 Microcomputer Applications
A study of the utilization of commercially available microcomputer software packages in small business information systems using the Windows environment.

English

ENGL 1113 English Composition I
A course concentrating on principles of expository composition through the writing of paragraphs and essays. Grammar and mechanics of writing emphasized.