

## COOPERATION AGREEMENT

### ANOKA-RAMSEY COMMUNITY COLLEGE METROPOLITAN STATE UNIVERSITY

This agreement is being voluntarily entered into by the administrations of Anoka-Ramsey Community College and Metropolitan State University for the mutual benefit of students and prospective students of the two institutions. The purpose of this agreement is to permit and encourage the transfer of students and to facilitate their smooth transition from the Anoka-Ramsey Community College degree program in **Small Business Management** to the Metropolitan State University B.A. degree with an emphasis in **General Business Management**.

#### Program Articulation

Metropolitan State University agrees to admit all Anoka-Ramsey Community College students who have earned the 1) A.A.S. degree in Business/Marketing/Management with a Small Business Management option and 2) at least 80 transferable credits (with a 2.0 g.p.a.) into its "Up-per division program and to apply all their credits toward a B.A. degree emphasizing General Business Management, according to the format shown in Attachment A. To facilitate transition into the Metropolitan State University degree program, the university will offer its educational planning course on the Anoka-Ramsey Community College campus or at another convenient location at the request of the Small Business Management program. Both Metropolitan State University and Anoka-Ramsey Community College agree to advertise this program articulation in their respective catalogs for the duration of the agreement. No payment of funds between institutions is authorized under this section of this agreement.

#### Metro State Admissions

Metropolitan State University agrees to accept any transferable courses (up to a limit of 99 lower-division credits) successfully completed at Anoka-Ramsey Community College from students who meet Metro State's admissions criteria. Students who complete the specific courses outlined in Attachment B at Anoka-Ramsey Community College will not be expected to take the Metro State courses listed in that same attachment.

#### Cooperative Offerings

Students enrolled at Metropolitan State University may incorporate appropriate Anoka-Ramsey Community College courses into student-designed independent studies with the approval of their Metropolitan State advisors.

In situations where, because of facilities or equipment requirements, Metro State is unable to offer a course integral to the curriculum, Metro State might arrange with Anoka-Ramsey Community College for offerings through which Metro State students may gain upper division learning. Such offerings will be approved through usual Metro State procedures. In such cases, Metropolitan State University will collect and remit to Anoka-Ramsey Community College the appropriate payment for students enrolled in Anoka-Ramsey Community College courses.

From time to time, it may be desirable for the two institutions to share classroom space and/or to offer a single course jointly. Specific financial and scheduling arrangements for such will be worked out at that time.

Duration

This agreement becomes effective upon date of signing and remains in effect until terminated. The agreement may be amended or terminated for succeeding academic years by mutual agreement of the two institutions on or before June 30 of each year.

Persons Responsible/Evaluation

The Dean of Curriculum, Instruction and Assessment at Metropolitan State University and the Dean of Academic Affairs at Anoka-Ramsey Community College will be responsible for implementing this agreement.

Each institution will collect outcome assessment data and the persons responsible will meet at least once a year prior to June 30 to share data and any problems or issues associated with the articulated program.

METROPOLITAN STATE UNIVERSITY

_____	_____
Signature Present	6/28/88
_____	_____
President	Date
_____	_____
Signature Present	6-28-88
_____	_____
Dean, Curriculum, Instruction & Assessment	Date
_____	_____
Signature Present	6-28-88
_____	_____
Center Coordinator	Date

ANOKA RAMSEY COMMUNITY COLLEGE

_____	_____
Signature Present	6/30/88
_____	_____
President	Date
_____	_____
Signature Present	6/30/88
_____	_____
Dean of Academic Affairs	Date
_____	_____
Signature Present	6/30/88
_____	_____
Program Coordinator	Date

ATTACHMENT A

SUGGESTED FOUR YEAR CURRICULUM  
FOR ANOKA-RAMSEY COMMUNITY COLLEGE STUDENTS  
WITH A.A.S. DEGREE IN BUSINESS/MARKETING/MANAGEMENT  
SMALL BUSINESS MANAGEMENT OPTION

METROPOLITAN STATE UNIVERSITY  
B.A. DEGREE EMPHASIZING GENERAL BUSINESS MANAGEMENT

**I. Requirements for Anoka-Ramsey Community College degree:**

1. Core Requirements	<u>Credits</u>
BUS 101 Introduction to Business	4
BUS 103 Human Relations in Business	3
BUS 110 Business Data Processing	4
BUS 131 Principles of Accounting	4
BUS 142 Principles of Marketing	4
BUS 205 Business Interviewing Techniques	2

BUS 211	Business Law I	3
BUS 221	Principles of Supervision	3
BUS 242	Principles of Retailing	3

## 2. Small Business Management Option

BUS 132	Principles of Accounting	4
BUS 133	Principles of Accounting	4
BUS 144	Advertising	3
BUS 146	Sales Psychology	4
BUS 246	Small Business Management	4
BUS 247	Business Finance	3
BUS 250	Credit Management	3
	Program Electives	6

## 3. Distribution Requirements

Communications (16 credit minimum)

a. Two composition courses as specified by program requirements  
English 111 and 121

b. Speech 101 or 102

c. Business 104 Written Business Communications

Humanities and/or Literature --minimum of 3 credits

Social Sciences -- minimum of 3 credits

Science and/or Mathematics -- minimum of 3 credits

Health/Physical Education Requirements -- minimum of three

Select additional three credits from any of the following disciplines:  
Anthropology, Art, Journalism, Math, Music, Natural Science, Physical  
Education, Physics, Political Science, Psychology, Sociology, Speech,  
Theatre.

## II. Suggested Electives at Anoka-Ramsey Community College

Metro State recommends that students choose electives from the following:

BUS 122	Business Ethics & Social Issues	3
BUS 212	Business Law II	3
BUS 254	Consumer Behavior	3
ECON 101	Survey of Economics	3
PSYC 111	General Psychology I	3
SOC 111	General Sociology	3

## III. Areas that may either be covered at the Anoka-Ramsey Community College or at Metro State but not both institutions

Principles of Accounting I & II  
Principles of Marketing  
Business Data Processing  
Business Law I  
Principles of Supervision  
Advertising  
Individual/Corporate Income Tax  
Business Law II  
Consumer Behavior  
General Psychology  
General Sociology

#### IV. Suggested areas to be covered while at Metro State

Students who complete the A.A.S. degree in Small Business Management at Anoka-Ramsey Community College will design individual degree plans consisting of 24 offerings--courses, internships, independent studies or experiential based learning which address, but are not to be limited to, the areas listed below. The requirements may be less for students with more than 90 transferable credits and more for those with fewer.

1. Individualized Educational Planning - All students plan education programs which address their educational needs.

##### 2. Communications

The ability to communicate effectively through writing and speaking is fundamental to all academic work, as well as to vocational and personal pursuits. Students, after completing a diagnostic writing test, are encouraged to select appropriate writing courses. Communications also includes speech communication, language and linguistics, media and computers.

##### 3. Community and Society

Learning in this area is designed to nurture active, thoughtful citizens and effective community leaders. Metro State courses are offered in law, political science, sociology and anthropology. Courses in other areas such as economics, psychology, history and literature may be included in this area if they focus on the relationship of the individual to the broader community.

##### 4. Culture Science and Tradition

This area focuses on the arts and humanities. Students are encouraged to broaden their base of liberal arts learning. Humanities courses emphasize the basic processes of thought, evaluation and analysis used in such disciplines as philosophy (including ethics and logic), religion, art, music, history and literature.

##### 5. Vocational

Managerial Finance Decisions in Small Business

## 6. Avocational

In this area, students are encouraged to select learning opportunities that will support lifelong learning and growth in areas unrelated to vocation. A broad range of courses may be used in this area including study in communication, the arts and humanities, and community and society.

### ATTACHMENT B

COURSE ARTICULATION  
ANOKA-RAMSEY COMMUNITY COLLEGE  
A.A.S. DEGREE IN SMALL BUSINESS MANAGEMENT

METROPOLITAN STATE UNIVERSITY B.A. DEGREE  
EMPHASIZING GENERAL BUSINESS MANAGEMENT

Courses Required and Recommended for  
A.A.S. Degree in Small Business Management

Metropolitan State University  
Courses

Business Data Processing  
Principles of Accounting (BUS 131)  
Principles of Marketing  
Business Law I  
Principles of Supervision  
Principles of Accounting (BUS 132)  
Principles of Accounting (BUS 133)  
Advertising  
Business Finance

Computers and Information Processing  
Intro. to Financial Accounting I  
Principles of Marketing  
Business Law I  
Effective Supervision  
Intro. to Financial Accounting II  
Managerial Accounting  
Advertising Practices and Procedures  
Corporation Finance