Idaho Tech Prep Agreement
Between Highland High School and Lewis-Clark State College
Review date: April 2014

Tech Prep Program: Business Technology
Secondary Program ID: 34052

Anticipated Degree: A.A.S.
Post-Secondary Program ID: 44038, 44039, 42010, 45010, 44024,
42015, 44040, 43051, 44041, 44028, 44035

ARTICULATED COURSES
List the secondary professional-technical Program of Study courses in this Tech Prep program and the
college Program of Study courses they articulate to.

<table>
<thead>
<tr>
<th>HS Course #</th>
<th>HS Course Title</th>
<th>College Course #</th>
<th>College Course Title</th>
<th>Credits</th>
<th>Course Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>BE0110</td>
<td>Input Technologies I</td>
<td>WRPPT 200</td>
<td>Word Processing</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>BE0120</td>
<td>Input Technologies II</td>
<td>WRPPT 200</td>
<td>Word Processing</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>BE0330</td>
<td>Business Computer Apps III</td>
<td>CITPT 110</td>
<td>Business Computer Skills</td>
<td>3</td>
<td>2</td>
</tr>
</tbody>
</table>

Uniform Articulation of College Credit

1. Awarding Tech Prep credit is a function of the postsecondary institution(s). Articulated Tech Prep courses must
meet college course standards. Students may be required to complete a competency assessment.

2. Secondary Tech Prep students who desire to articulate credits to the postsecondary program must:
   a. complete an approved course and demonstrate at least 80% of competencies in each articulated course;
   b. be a junior or senior, or follow institutional policy for eligibility exceptions;
   c. earn a minimum grade of B- in each articulated course; and,
   d. be registered as a Tech Prep student as outlined by the institution.

3. Articulation agreements will be reviewed annually. Changes in the agreement may only be made with the
consent of both the secondary and postsecondary institution. If agreement to amend an articulation cannot be
reached, the agreement will terminate on a mutually established date. If one party chooses to cancel the
agreement, a notice of intent to discontinue the agreement must be presented to the other party and to the
regional Tech Prep Coordinator.

4. By signing this agreement, secondary instructors agree to maintain a record of articulated courses, provide end-
of-course grades and competency attainment as outlined by the institution.

5. Credits earned in this program may transfer to other Idaho institutions. There may be a transcription fee for
articulated credit.

6. Tech Prep courses will meet Perkins IV requirements, such as career counseling; equal access; in-service training;
business and industry involvement; academic integration; alignment of course competencies; and, assessment
of work-based learning.

Signature:

Terri Hines
Secondary Lead Instructor
5-22-14

Signature:

Jenifer Wiest
Post Secondary Lead Instructor
8-27-14

Signature:

Region II Tech Prep Coordinator
8/27/14

Signature:

Scott Heil
Principal
5/22/14

Signature:

Dennis Rulph
Division Chair
8/27/14

Signature:

Robert Lathrogue
Dean, Professional Technical Education
9/3/14