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

Tech Prep Program: Business Technology
Secondary Program ID: 34270

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>BE0310/BE0320</td>
<td>Business Computer Apps I &amp; II</td>
<td>WRPPT 200</td>
<td>Word Processing</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>BE0310/BE0320</td>
<td>Business Computer Apps I &amp; II</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.

Signed:
Secondary Lead Instructor
Date: 5-27-14

Principal
Date: 9-27-14

Division Chair
Date: 9-27-14

Dean, Professional Technical Education
Date: 9-3-14