

## Idaho Tech Prep Program Proposal And Articulation Agreement

Postsecondary Institution	Lewis-Clark State College	Starting Date	Fall 2007
Secondary District	White Pine School District # 288	Secondary School	Deary High School
Tech Prep Program Title	Business Technology		

- Anticipated Program Award (degree, certificate, license)
- Administrative Assistant – B.A.S., A.A.S., A.T.C., Office Technology – T.C.
  - Bookkeeping - B.A.S., A.A.S., A.T.C.
  - Business Management - B.A.S., A.A.S., A.T.C.
  - Retailing – T.C.
  - Early Childhood Development - B.A.S., A.A.S., A.T.C., T.C.
  - Graphic Arts/Printing Tech - B.A.S., A.A.S.
  - Digital Imaging – T.C.
  - Hospitality Management - B.A.S., A.A.S., A.T.C.
  - Food & Beverage Management – T.C.
  - Rooms Division Management – T.C.
  - Legal Assistant - B.A.S., A.A.S., A.T.C.
  - Legal Office Technology – T.C.
  - Medical Assistant - B.A.S., A.A.S.
  - Medical Office - B.A.S., A.A.S., A.T.C.
  - Medical Biller/Coder – T.C.
  - Medical Receptionist – T.C.
  - Medical Transcription – T.C.
  - Paralegal - B.A.S., A.A.S.
  - Web Development - B.A.S., A.A.S., A.T.C.
  - Web Authoring – T.C.

Program Update?  YES  NO  Assigned Tech Prep Program ID (PTE Use Only) 29135

Non PTE Program?  YES

Occupation or Occupational Cluster	RECEIVED MAY 19 2008
Occupation or occupational cluster this Tech Prep Program will target:	
Business, Management & Administration	

Secondary Professional-Technical Program(s) Involved	RECEIVED JUN 01 2009
Program Name	Program ID
Business Technology	34232

Postsecondary Occupational Program(s) Involved	
Program Name	Program ID
Administrative Assistant	44038
Bookkeeping	44039
Business Management	42010
Early Childhood Development	45010
Graphic Arts/Printing Tech	44024
Hospitality Management	42015
Legal Assistant	44040
Medical Assistant	43051
Medical Office <i>administrative Medical assistant</i>	44041
Paralegal	44028
Web Development	44035

STATEMENT OF ASSURANCES

Lewis-Clark State College  
(Postsecondary Institution)

and

Deary High School  
(Secondary Institution)

agree to implement the following Tech Prep Program components in Business Technology. We hereby certify that we will provide the following Tech Prep services in our schools. We also agree to provide end-of-year measures, numbers of students participating, and fiscal impact as part of the evaluation process:

- Preparatory Services: Career Counseling, professional-technical assessments to include the Individual Student Tech Prep Application and 4 or 6 year educational Plan.
- Equal access for members of special populations to Tech Prep programs.
- In-service training for teachers and counselors on the implementation of Tech Prep programs.
- Involvement of representatives of business and industry in planning and evaluating the Tech Prep program.
- Integration of professional-technical and academic course competencies.
- Alignment of course competencies to enhance articulation opportunities.
- Assessment of business/industry availability for work-based learning opportunities.
- Accountability system that may include measuring the participation and success of students to include follow-up studies.

Revised April 07

**ARTICULATED COURSES**

8-22-07

(date)

List the secondary unduplicated sequence(s) of professional-technical courses in this Tech Prep program and the college courses they articulate to.

SEQUENCE BUSINESS TECHNOLOGY

HS COURSE # (from Titles and Codes)	HS COURSE TITLE	COLLEGE COURSE #	COLLEGE COURSE TITLE	CREDITS	COURSE LENGTH
BE0320	Business Computer Applications	WRPPT 200	Word Processing	2	2
BE0320	Business Computer Applications	CITPT 110	Business Computer Skills	3	2
	COMPASS – Writing of 95 & up ACT – English of 25 & up SAT – Verbal of 570 & up	ENGL 101	English Composition	3	Test Score

Note: Students must complete a full year of BE0320 with a cumulative of “B” or better to receive college credit for the above listed courses.

Students will register for WRPPT 200 credit fall semester and CITPT 110 spring semester.

Revised April 2007

**Rules Governing Articulation**

1. High School students who desire to articulate into the postsecondary program must meet the following:
  - complete a Division of Professional-Technical Education approved secondary sequence of courses
  - meet 80% of competencies in each articulated course
  - earn a grade of B or better in each course he/she articulates credit
2. Students must meet all regular program admission requirements.
3. Instructors from both the secondary and postsecondary program will review this articulation agreement annually. Changes in the agreement will be made only with the consent of both the secondary school and postsecondary institution.
4. Credits earned in this program may transfer to other Idaho institutions. There may be a transcription fee for articulated credit.
5. This TECH PREP articulation agreement will remain in effect until canceled by either party subject to the following: Notice Of Intent to discontinue must be presented by either party to the other and to the regional Tech Prep Coordinator before February 1. The Regional Tech Prep Coordinator will notify the State Division of Professional-Technical Education of the notice. If after renegotiation, an amended articulation cannot be reached, this agreement will terminate on July 1, one year after notice of termination is presented.

[Signature] 1/10/08  
 Dean/Director of Postsecondary Institution Date

[Signature] 1-10-08  
 Postsecondary Division Chair Date

[Signature] 5-8-08  
 High School Principal Date

[Signature] 1-25-08  
 Secondary Lead Program Instructor Date

[Signature] 1/10/08  
 Postsecondary Instructor Date

[Signature] 11/10/08  
 Postsecondary Instructor Date

[Signature] 1/10/08  
 Regional Tech Prep Coordinator Date

[Signature] 8/14/08  
 SDPTE Program Manager Date

[Signature] 2/26/08  
 State Tech Prep Coordinator Date

[Signature] 2/26/08  
 SDPTE State Administrator Date

**Annual review Signatures**

1 [Signature] 5-13-09  
 Secondary Lead Program Instructor Date

[Signature] 5-26-09  
 Postsecondary Lead Program Instructor Date

[Signature] 5-13-09  
 Regional Tech Prep Coordinator Date

[Signature] 7/26/09  
 State Tech Prep Coordinator Date

2 \_\_\_\_\_  
 Secondary Lead Program Instructor Date

\_\_\_\_\_ Date  
 Postsecondary Lead Program Instructor Date

\_\_\_\_\_ Date  
 Regional Tech Prep Coordinator Date

\_\_\_\_\_ Date  
 State Tech Prep Coordinator Date

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 State Tech Prep Coordinator Date