

Idaho Tech Prep Program Proposal And Articulation Agreement

Postsecondary Institution	Lewis-Clark State College	Starting Date	Fall 2008
Secondary District	Lewiston School District # 340	Secondary School	Lewiston 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?	<input type="checkbox"/>	YES	NO	<input checked="" type="checkbox"/>	Assigned Tech Prep Program ID (PTE Use Only)	29832
Non PTE Program?	<input type="checkbox"/>	YES				

Occupation or Occupational Cluster	RECEIVED
Occupation or occupational cluster this Tech Prep Program will target:	OCT 17 2008

Business, Management, & Administration	
Secondary Professional-Technical Program(s) Involved	
Program Name	Program ID
Business Technology	34112

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 Administrative Medical assistant	44041
Paralegal	44028
Web Development	44035

STATEMENT OF ASSURANCES

Lewis-Clark State College
(Postsecondary Institution)

and

Lewiston 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
5-2-08
(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
BE0310 BE0320	Business Computer Applications 1 Business Computer Applications 2	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

Students will register for CITPT 110 upon enter Lewiston High School’s Business Computer Applications 2 course. The prerequisite for Business Computer Applications 2 is Business Computer Applications 1.

Revised April 2007

