

Idaho Tech Prep Program Proposal And Articulation Agreement

Postsecondary Institution	Lewis-Clark State College	Starting Date	Fall 2010
Secondary District	Mountain View School District # 244	Secondary School	Grangeville 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 X Assigned Tech Prep Program ID (PTE Use Only)

Non PTE Program? YES

Occupation or Occupational Cluster	
Occupation or occupational cluster this Tech Prep Program will target:	
Business, Management & Administration	
Secondary Professional-Technical Program(s) Involved	
Program Name	Program ID
Business Technology	34084
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	44041
Paralegal	44028
Web Development	44035

STATEMENT OF ASSURANCES

Lewis-Clark State College
(Postsecondary Institution)

and

Grangeville 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

12-21-10

(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	WRPPT 200	Word Processing	3	2
BE0310/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 both BE0310 and 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.

Rob Schreyer by 1-24-11
 Dean/Director of Postsecondary Institution Matthews Date

Lynn Matthews 1-24-11
 Postsecondary Division Chair Date

Steven D. Higgins
 High School Principal Date

Secondary Lead Program Instructor Date

Shale Cook 1/24/11
 Postsecondary Instructor Date

Jennifer Weeks 1/24/11
 Postsecondary Instructor Date

[Signature] 1-7-11
 Regional Tech Prep Coordinator Date

SDPTE Program Manager Date

State Tech Prep Coordinator Date

SDPTE State Administrator Date

Annual review Signatures

1
 Secondary Lead Program Instructor Date

Postsecondary Lead Program Instructor Date

Regional Tech Prep Coordinator Date

State Tech Prep Coordinator Date

2 Bruce Wasson 1-3-11
 Secondary Lead Program Instructor Date

Postsecondary Lead Program Instructor Date

Regional Tech Prep Coordinator Date

State Tech Prep Coordinator Date

3
 Secondary Lead Program Instructor Date

Postsecondary Lead Program Instructor Date

Regional Tech Prep Coordinator Date

State Tech Prep Coordinator Date

4
 Secondary Lead Program Instructor Date

Postsecondary Lead Program Instructor Date

Regional Tech Prep Coordinator Date

State Tech Prep Coordinator Date