

# Idaho Tech Prep Program Proposal And Articulation Agreement

Between Idaho State University and Marsh Valley High School  
Starting Date: September 2010

Tech Prep Program: Business Technology  
Secondary Program ID: 34008

Anticipated Degree: AAS; TC  
Post-Secondary Program ID: \_\_\_\_\_

## 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.

HS COURSE # (from Titles and Codes)	HS COURSE TITLE	COURSE LENGTH	COLLEGE COURSE #	COLLEGE COURSE TITLE	CREDITS
BE0110	Input Technologies	Tri	BI 144	Document Processing	3
BE0610	Office Technology	Tri	BI110	Intro to Business Info	2
BE0310	Business Computer Applications I	Tri	BI 170	Intro to Computers	3
BE0312	Intro to Spreadsheets	Tri	BI 173	Spreadsheets	3*
<b>*Students will be required to pass a proficiency exam before receiving credit for BI 173.</b>					

### 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% competencies in each articulated course;
  - b. earn a minimum grade of B- in each articulated course; and,
  - c. be registered as a Tech Prep student in the CATEMA system.
3. Articulation agreements will be reviewed annually and remain in effect until canceled by either party. A notice of intent to discontinue the agreement must be presented to the other partner and to the regional Tech Prep Coordinator. Changes in the agreement may only be made with the consent of both the secondary school and postsecondary institution. If agreement to amend an articulation cannot be reached, the agreement will terminate on a mutually established date.
4. By signing this agreement, secondary instructors agree to maintain a record of articulated courses, provide end-of-course grades, competency attainment, and comments regarding students' progress using the CATEMA system.
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.

Penny Bennett 10-19-10  
Penny Bennett, Instructor Date  
Marsh Valley High School

Mike Welch 10-19-10  
Mike Welch Date  
Marsh Valley High School

Marcella J. Enos 10/12/10  
Marcella Enos, Program Coordinator Date  
Business Information, Idaho State University

Ann Marie Corbridge 10-11-10  
Ann Marie Corbridge, Coordinator Date  
Region V Tech Prep