

**Tech Prep Agreement
Letter of Understanding
between
Sinclair Community College
and
School District Name**

The United States' ability to grow and prosper in a global economy depends upon a strong technical workforce. Currently, many students are graduating from high school unprepared for employment and with no commitment to continuing their education. It is crucial that the educational community develop programs that help students learn within the context of real-life experiences and develop lifelong learning competencies. This requires collaboration between secondary and post-secondary institutions with strong linkages with employers.

Sinclair Community College and the **School District Name** have joined together to address the educational needs of the workforce with the development of a **Tech Prep Business Technology Cluster**. Tech Prep is a seamless, four-year program spanning the junior year in high school through the completion of an associate's degree. It offers a high level alternative to the traditional college prep program and a solid academic foundation based on real life applications. The planned sequence of courses minimizes duplication and provides students with an advanced skill level in their program of study.

The purpose of this agreement is to establish program requirements and procedures for a close working relationship between Sinclair Community College and **School District** in order to implement a well-coordinated technical education program leading to an **Associate of Applied Science with a major in an Business Division program, including but not limited to:**

◆ Accounting ◆ Financial Management ◆ Legal Assisting ◆ Marketing Management ◆
Office Information Systems ◆ Procurement & Materials Management

Based upon the mutual concern of Sinclair Community College and the **School District** for the needs of students pursuing an advanced technology degree and in an effort to provide a continuing articulated program from the junior year in high school through the associate degree, we, the undersigned, hereby subscribe to the following guidelines:

1. Upon entry into the Tech Prep program, students will be jointly admitted to Sinclair Community College.
2. Students will complete entry-level competencies during their junior and senior years and move into advanced levels of study at the community college. *The program of study for the four-year program is outlined in the attached curriculum pathway, Appendix A.*

School District Name

3. Students must complete the high school portion of the curriculum with at least a “C” average
4. The curriculum pathway details the waiver of any courses at Sinclair based on completion of the courses during the junior and senior years as part of a special course offering by Sinclair at the high school, courses jointly taught, or completion through the high school Tech Prep curriculum.
 - *Table 2* lists courses for which credit(s) will be awarded to Sinclair Community College based on successful completion of the Tech Prep proficiency test(s). Course credit will be posted to a SCC transcript if student scores a grade of C or higher for these course(s).
5. Representatives from each institution will meet annually to review and make amendments, as necessary, based on curriculum changes.

This agreement is hereby signed on _____, by:

Dr. Helen Grove, Provost
Sinclair Community College

School District, Superintendent
School District Name

School District Name
Tech Prep Business Technology Cluster

Entrance Requirements

Table 1

High School Program	Meet program admission standards as determined by local compact/comprehensive/CTPD secondary sites
Sinclair Community College	<ul style="list-style-type: none"> • Successful completion of the Tech Prep program High School graduation • Completion of all SCC admissions/matriculation requirements

Table 2
Proficiency credit

<p>Proficiency examinations administered by SCC faculty during the junior and senior years of the Tech Prep program. Course credit and grade will be posted to a SCC transcript if student scores a grade of “C” or higher for the following course(s):</p>	<p>ACC 121 Principles of Financial Accounting <i>5 credit hours</i></p> <p>BIS 101 Personal Computer Keyboarding <i>2 credit hours</i></p> <p>BIS 102 Document Formatting <i>2 credit hours</i></p> <p>BIS 114 Records Management & Electronic Files <i>3 credit hours</i></p> <p>BIS 160 Introduction to Word, Excel & PowerPoint <i>3 credit hours</i></p> <p>MAN 105 Introduction to Business <i>3 credit hours</i></p> <p>MAN 110 Introduction to International Business <i>3 credit hours</i></p> <p>MRK 225 Sales Fundamentals <i>3 credit hours</i></p>
---	--