

**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 Information Technologies**. 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 Computer Support Services**.

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. *Table 1* details specific program entry requirements for acceptance to the Tech Prep program and 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.*
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* details any required proficiency/challenge exams the student needs to take prior to attending Sinclair. If a student earns a “C” or better, the credit will be posted to the student’s Sinclair transcript.
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
Tech Prep Information Technology Program**

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>These courses can be taken during the junior or senior year of the Tech Prep program at SCC or a proficiency examination can be 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 “C” or better.</p>	<p>BIS 105 Computer Concepts <i>3 credits</i> BIS160 Intro to Word, EXCEL, & PowerPoint <i>3 credit hours</i> BIS M35 Introduction to ACCESS <i>2 credit hours</i> BIS M75 Introduction to Internet <i>2 credit hours</i> CIS 107 Introduction to Operating Systems <i>3 credit hours</i> CIS 241 Cisco Networking Fundamentals <i>7 credits</i> CIS 242 Cisco Router Fundamentals <i>7 credits</i> CIS 243 Cisco Routine in LAN’S <i>7 credits</i> CIS 244 Cisco Routing in WAN’S <i>7 credits</i></p>
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