MEMORANDUM OF AGREEMENT

Technical Accounting or Business Administrative Technology or
Medical Administrative Technology or Business, Management & Leadership Degree.

THIS ARTICULATION AGREEMENT is between any Kansas high school student who has successfully completed a state approved ***Business Management & Administration*** Career Cluster and the ***Business Management & Entrepreneurship (52.0799)*** Pathway and ***Barton Community College,*** Great Bend, Kansas. It will provide students with a smooth transition from high school to a postsecondary program/degree in Technical Accounting or Business Administrative Technology or Medical Administrative Technology or Business, Management & Leadership training. The intent of this cooperative effort is to provide the students with a non-duplicative program of study leading to enhanced employment opportunities.

NOW, THEREFORE, it is agreed by and between the parties as follows:

1. To more clearly delineate the level of involvement Kansas secondary students have in CTE and to document technical skill attainment by students, three statewide categories have been created: Participants, Concentrators and Completers. This agreement pertains to those students who have reached Completer status, as follows:

   Completer – A student earning at least 3.0 credits of CTE courses in the same state-approved Pathway + earning an industry-recognized, comprehensive certification or passing a third-party, end-of-Pathway assessment; schools will report completers each year in the Pathways Authenticated Application (Perkins Accountability); schools will report industry recognized certificated and third-party, end of Pathway assessments each year in the KCAN Authenticated Application; NOTE: the 3.0 credits must include at least 2.0 credits that are a combination of technical and application level courses; NOTE: Technical skill measures for completers can be comprehensive, industry recognized certification OR third-party, comprehensive, end-of-pathway assessment.

2. Barton Community College will provide the courses listed on the attached program of Study/Course Sequence form

3. The *Associate of Applied Science* degree in Technical Accounting or Business Administrative Technology or Medical Administrative Technology or Business, Management & Leadership *studies* may be granted through the Barton Community College joint agreement. The awarding of such a degree is contingent upon the graduating high school's continuance of their KSDE approved Career Cluster Pathway.

4. Successful completion of the following Business Management & Administration Career Cluster Pathway course(s) will result in the student being awarded college credit for the following equivalent course(s):

High School Courses	KS Course Code	College Courses	College Credit
Successful completion of: Business Essentials IN ADDITION TO Business Communications **AND** Entrepreneurship **AND** Business Management	12050 12009 12053 12052	BUSI 1600 Introduction to Business	3
Accounting	12104	ACCT 1602 General Accounting	3

5. Postsecondary Credit will be considered Advanced Placement Credit, and will be awarded upon student submission to the college of the student's high school transcript.

6. Details regarding credit awards and fees are outlined below:
    a. College credit will only be awarded for a grade of "C" or better.
    b. No fee will be assessed for the college credit awarded.
    c. Student must declare Technical Accounting or Business Administrative Technology or Medical Administrative Technology or Business, Management & Leadership as their major area of interest.
    d. College credits will be available for award after the student has successfully completed the next course in the sequence – *BUSI 1807 Customer Service*.

7. To receive an Associate of Applied Science Degree (AAS), students must complete a minimum of 64 hours of coursework, including 15 credit hours of related content as outlined in the program of study. Students must have a cumulative grade point average (GPA) of 2.0 or better to be eligible for an AAS Degree from Barton Community College.

8. The college and any high schools offering the approved Career Cluster Pathway may advertise the programs and will jointly advise the students that this option is available to them.

9. This agreement may be revised/modified as needed, or in the event of cancellation, discontinuance or disapproval of any course or program by the Kansas State Department of Education or the Kansas Board of Regents.

10. The college agrees to evaluate this program on an annual basis and in the context of student benefits, program efficiency, and effectiveness.

11. This agreement shall begin August 1, 2018.

12. This agreement is subject to change or cancellation by the Legislature at any time in accordance with Article 6, Section 5 of the Kansas Constitution.

IN WITNESS WHEREOF, the parties accept and approve THIS AGREEMENT.

KSDE Representative — Date: 4-18-18

Carl R. Heilman,
Barton Community College President — Date: 4/5/18

CLUSTER: Business Management/Administration OR Marketing OR Finance

PATHWAY: Business Entrepreneurship & Management OR Marketin OR Finance

BARTON PROGRAM: Business Administrative Technology

(Name of) High School

USD (USD #)

	GRADE	ENGLISH and COMMUNICATIONS	MATH	SCIENCE	SOCIAL STUDIES	Required Career and Technical Courses	RECOMMENDED ELECTIVE COURSES
SECONDARY							
POSTSECONDARY	Year 1 1st Semester	Business English OR English Composition I	Public Speaking OR Interpersonal Comm			General Accounting OR Accounting I Records Management Computer Concepts & Applications	
	Year 1 2nd Semester	Technical Communications OR English Composition II	Business Mathematics OR Technical Math OR Intermediate Algebra OR College Algebra			Keyboarding II Customer Service Spreadsheet Applications Word Processing Applications	Introduction to Computers Business Law Information Security Payroll Procedures Human Resource Management Microcomputer Accounting Appl Accounting II Spanish for the Workforce Introduction to Business
	Year 2 1st Semester				Personal Finance	Business Communications Supervisory Development Business Ethics Ten Key Mastery	Choose 3 hours from Major Elective List (above)
	Year 2 2nd Semester					Human Relations in Business Database Management Systems Business Administrative Procedures	Choose 7 hours from Major Elective List (above)

BARTON COMMUNITY COLLEGE

Updated: 08-2016

Required Courses

Recommended Elective Courses

Career and Technical Education Courses

Credit-Based Transition Programs (e.g. Dual/Concurrent Enrollment, Articulated Courses, 2+2+2)

(◆=High School to Com. College) (●=Com. College to 4-Yr Institution) (■=Opportunity to test out)

CLUSTER: Business Management & Administration OR Marketing OR Finance

PATHWAY: Business Entrepreneurship & Management OR Marketing OR Business Finance

BARTON PROGRAM: Technical Accounting

(Name of) High School
USD (USD #)

	GRADE	ENGLISH and COMMUNICATIONS	MATH	SCIENCE	SOCIAL STUDIES	Required Career and Technical Courses	RECOMMENDED ELECTIVE COURSES
SECONDARY	9						
	10						
	11						
	12						
POSTSECONDARY	Year 1 1st Semester	Business English OR English Composition I	Business Mathematics OR Technical Math OR Intermediate Algebra OR College Algebra			General Accounting OR Accounting I Ten Key Mastery Human Relations in Business Computer Concepts & Applications	
	Year 1 2nd Semester	Technical Communications OR English Composition II				Customer Service Accounting II Word Processing Applications	Intro to Computers Records Management Keyboarding I Human Resource Management Business Ethics Spanish for the Workforce Database Management Systems Supervisory Development Introduction to Business Choose 3 hours from Major Elective List
	Year 2 1st Semester	Public Speaking OR Interpersonal Comm			Personal Finance	Business Communications Managerial Accounting Spreadsheet Applications	
	Year 2 2nd Semester					Business Law Payroll Procedures Microcomputer Acct Applications Technical Accounting Capstone	Choose 6 hours from Major Elective List (above)

BARTON COMMUNITY COLLEGE

Updated: 08-2016

Required Courses

Recommended Elective Courses

Career and Technical Education Courses

Credit-Based Transition Programs (e.g. Dual/Concurrent Enrollment, Articulated Courses, 2+2+2)

(◆=High School to Com. College) (●=Com. College to 4-Yr Institution) (■=Opportunity to test out)

CLUSTER: Business Management & Administration OR Marketing OR Finance

PATHWAY: Business Entrepreneurship & Management OR Marketing OR Business Finance

BARTON PROGRAM: Business Management & Leadership

(Name of) High School
USD (USD #)

	GRADE	ENGLISH and COMMUNICATIONS	MATH	SCIENCE	SOCIAL STUDIES	Required Career and Technical Courses	RECOMMENDED ELECTIVE COURSES
SECONDARY							
POSTSECONDARY	Year 1 1st Semester	Business English OR English Composition I AND Public Speaking OR Interpersonal Comm	Business Mathematics OR Technical Math OR Intermedi Algebra OR College Algebra			Principles of Management Computer Concepts & Applications	Salesmanship Accounting II Introduction to Finance Intro to Entrepreneurship Entrepreneurship I Human Resource Mgmt
	Year 1 2nd Semester	Technical Communications OR English Composition II			Personal Finance	Introduction to Business Spreadsheet Applications Business Ethics	Retirement Plan Fundamentals-1 Retirement Plan Fundamentals-2 Tax Exempt & Govt Plan Consult I Tax Exempt & Tove Plan Consult II Spanish for the Workforce
	Year 2 1st Semester					Human Relations in Business Business Communications Business Law Gen Accounting or Accounting I Supervisory Development	
	Year 2 2nd Semester					Intro to Leadership or Intro to Leadership Concepts Customer Service Marketing	Choose 10 hours from Major Elective List (above)

BARTON COMMUNITY COLLEGE

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Required Courses

Recommended Elective Courses

Career and Technical Education Courses

Credit-Based Transition Programs (e.g. Dual/Concurrent Enrollment, Articulated Courses, 2+2+2)

(◆=High School to Com. College) (●=Com. College to 4-Yr Institution) (■=Opportunity to test out)

CLUSTER: Business Management/Administration OR Marketing OR Finance

PATHWAY: Business Entrepreneurship/Management OR Marketing OR Business Finance

BARTON PROGRAM: Medical Administrative Technology

(Name of) High School
USD (USD #)

	GRADE	ENGLISH and COMMUNICATIONS	MATH	SCIENCE	SOCIAL STUDIES	Required Career and Technical Courses	RECOMMENDED ELECTIVE COURSES
SECONDARY							
POSTSECONDARY	Year 1 1st Semester	Business English OR English Composition I	Public Speaking OR Interpersonal Comm			Medical Terminology Records Management Computer Concepts & Applications	
	Year 1 2nd Semester	Technical Communications OR English Composition II		Anatomy & Physiology for the Pre-Hospital Provider		General Accounting OR Accounting I Keyboarding II Word Processing Applications	Keyboarding I Introduction to Computers Business Law Payroll Procedures Human Resource Management Microcomputer Accounting Appl Accounting II Introduction to Business
	Year 2 1st Semester		Business Mathematics OR Technical Math		Personal Finance	Business Communications Medical Coding I Business Ethics Ten Key Mastery	Dataase Management Systems Supervisory Development Human Relations in Business Spanish for the Workforce Legal/Ethical Issues in Healthcare Medical Professional Issues Medical Coding II Medical Coding III
	Year 2 2nd Semester					Healthcare Documentation/Transcription II Customer Service Spreadsheet Applications Medical Administrative Aspects	Choose 4 hours from Major Elective List (above)

BARTON COMMUNITY COLLEGE

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Required Courses

Recommended Elective Courses

Career and Technical Education Courses

Credit-Based Transition Programs (e.g. Dual/Concurrent Enrollment, Articulated Courses, 2+2+2)

(◆=High School to Com. College) (●=Com. College to 4-Yr Institution) (■=Opportunity to test out)