Wisconsin Indianhead Technical College (WITC) and the School District of Hayward hereby enter into an agreement that provides for transcribed credit for the course(s) listed below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>10103103 MS Word</td>
<td>3</td>
</tr>
<tr>
<td>10103124 MS Excel</td>
<td>2</td>
</tr>
<tr>
<td>10103128 Introduction to Computers-Windows</td>
<td>1</td>
</tr>
<tr>
<td>10106127 Desktop Publishing</td>
<td>2</td>
</tr>
</tbody>
</table>

Wisconsin Indianhead Technical College agrees to:

1. Provide competency-and performance-based curriculum materials for the course(s) covered by this agreement.
2. Assure quality and currency of the curriculum.
3. Assure that course competencies and performance standards are the same in the course taught in the high school as those in the course taught at WITC.
4. Provide instructor in-service and ongoing instructional support for those teaching the transcribed credit course.

The high school instructor agrees to:

1. Offer WITC course using WITC curriculum and comparable textbooks/equipment.
2. Follow WITC registration and grading policies.
3. Provide data necessary to process WTCS certification.
5. Work in cooperation with WITC and instructional areas.

HAYWARD HIGH SCHOOL

WEAC/WFT Representative: Matt Shilling OR Mike Churchill
Date: ________________________________

Wisconsin Indianhead Technical College

WITC WFT Representative
Date: ________________________________

High School Principal
Date: ________________________________

WITC Divisional Dean
Date: ________________________________
Wisconsin Indianhead Technical College agrees to:

1. Enroll **ALL** high school students in the WITC course(s) identified in this agreement.
2. Reimburse school district for instructional costs incurred by the high school for the transcripted credit course. This reimbursement shall not exceed the total amount of tuition and fees collected by WITC for enrolled students unless otherwise negotiated.
3. Manage WTCS instructor certification files for those selected to teach the WITC course.
4. Process registration materials, maintain student records, grade reports, and issue transcripts.
5. Assist the high school in making transcripted credit information available to students and parents.

The high school agrees to:

1. Ensure that the teacher identified in this agreement is scheduled to teach the course identified in this agreement.
2. Provide data on instructor’s professional development/technical update activities in order to maintain WTCS certification.
3. Provide facilities and resources for instruction.
4. Provide all accommodations for students with special needs.
5. Inform high school students about transcripted credit courses.
6. Register **ALL** students for transcripted credit courses.
7. Provide counseling services for students enrolled in or seeking enrollment in transcripted credit courses.
8. Observe enrollment maximums for this course consistent with those at WITC.
9. Reimburse WITC for tuition and material fees for students enrolled in transcripted credit courses.
10. Give high school credit for successful completion of transcripted credit courses.
11. Participate in the development of related Tech Prep partnership activities.
12. Meet high school and WITC course prerequisites.

**HAYWARD HIGH SCHOOL**

_________________________________________  ______________________  
High School Administrator                       Date

**WISCONSIN INDIANHEAD TECHNICAL COLLEGE**

_____________________________________________  ______________________  
Vice President, Academic Affairs                      Date

*(MOU original has electronic signatures)*
<table>
<thead>
<tr>
<th>Signature</th>
<th>WITC Mentor</th>
<th>WITC Instructor</th>
<th>High School Instructor</th>
<th>High School Course</th>
<th>Credits</th>
<th>WITC Course</th>
</tr>
</thead>
<tbody>
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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Department</th>
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<tbody>
<tr>
<td>10103238</td>
<td>Desktop Publishing</td>
<td>2 credits</td>
</tr>
<tr>
<td>10103128</td>
<td>Computers - Windows</td>
<td>1 credit</td>
</tr>
<tr>
<td>10103124</td>
<td>MS Excel</td>
<td>2 credits</td>
</tr>
<tr>
<td>10103103</td>
<td>MS Word</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

MEMORANDUM OF UNDERSTANDING
TRANSCRIPTED CREDIT AGREEMENT
WISCONSIN INDIANHEAD TECHNICAL COLLEGE

For transcripted credit for the following course(s) for school year 2008-2009.

Wisconsin Indianhead Technical College (WITC) and the School District of Hayward hereby enter into an agreement that provides...