

Saint Paul Consortium

Articulated College Credit Agreement

www.CTEcreditMn.com

Articulated College Credit Agreement:

Skills for selected courses, required for graduation in programs at selected colleges, are taught in our high schools using the assessments developed collaboratively by high school and college staff. High School elective credit is earned and college credits are earned if the student meets the college achievement standards and later enrolls in a college major requiring the course or courses.

Agreement Name: **Business Communications**
Agreement Effective: **2019-2021**

High School	High School Course(s)
Como Park High School	AOF Business Communications B438211

These credits are valid for students in grades 10-12 for 5 years from the completion of this course.

College	College Course(s)	College Programs	Articulated College Credit
Saint Paul College	BUSN 1449 – Business Communications	Business Certificate – 16 credits Variety of Business AS & AAS Degrees – 60 credits	3 credits

Agreement Description:

This course presents an overview of the challenges associated with workplace expectations regarding business etiquette, appropriate use of technology, and proper attire. It assists students in gaining knowledge of how to appropriately communicate with others and how to effectively deal with conflict, teamwork, and accountability in a fair and ethical manner. It also enhances the basic skills necessary for obtaining a job and achieving success in today's challenging economy and increasingly competitive work environment.

Successful completion of the requirements listed in this agreement will fulfill general requirements of various certificate or diploma programs including the Business Program at Saint Paul College.

Curriculum Content Goals:

80% of the curriculum content goals will be covered in the high school course(s) by qualified CTE high school instructor(s).

To receive credit, students will master of the following content goals:

1. Evaluate how attitude, personality, and goal-setting can have a direct effect on work performance and life plans.
2. Determine the benefits of an organization offering quality customer service and human resources to customers and employees.

3. Analyze the proper techniques used to promote effective communication, demonstrate accountability, and foster positive relationships.
4. Explain the dynamics of working as a team, instilling motivation, resolving conflict, and serving as an efficient leader.
5. Determine job-related skills and appropriate methods for creating a quality resume and cover letter.
6. Identify critical aspects regarding interview techniques and key elements associated with life changes.
7. Identify the significance of managing personal finances and the application of time management.
8. Explain the meaning of ethics, politics, and diversity.

Reference Text (if applicable):

Instruction: XX hours of instruction (lecture/lab) plus outside work time for college credit.

Course Assessments:

Students must also achieve **80%** in all classes required by their school for Articulated College Credit.

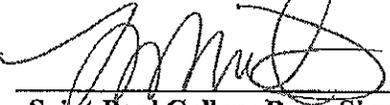
Recommended Technical Skill Assessment	Further Information
<i>Example: NOCTI Early Childhood - Basic</i>	<i>Example: www.nocti.org</i>

Additional Course Assessments:

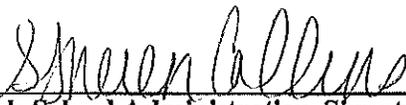
1. Individual teachers may determine appropriate assessment strategies in meeting the outcomes of this agreement through tests, reports, demonstrations, or other methods.
2. Class participation, attendance and tardiness should be assessed in the grading process consistent with industry standards and college partners.

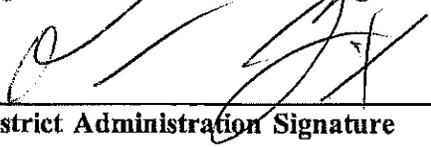
Articulated Credit Approval Signatures

 Dr. Alli Vainshtein 1-21-2020
Saint Paul College Instructor Signature Printed Name Date

 Dr. Tracy Wilson 1-27-2020
Saint Paul College Dean Signature Printed Name Date

 Matt Kenutis 2/20/2020
High School Instructor Signature Printed Name Date

 Stacy Theren-Collins 2/20/2020
High School Administration Signature Printed Name Date

 Darren Ginther 2/25/2020
District Administration Signature Printed Name Date

Reviewed By:
Date: