

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: **2021-2022**

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

Students must submit their certificate and high school transcript within 3 years of graduating high school to earn college credit.

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:

Business Communication provides an introduction to the study of verbal and non-verbal communications in a business setting. The course introduces techniques for business communication including tone, format, inclusion, and delivery and addresses barriers to communication and how to respond to those challenges. Resume and cover letter skills are presented and practiced to prepare students for job search.

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. Create business documents using appropriate communication choices identified through the use of the communication model.
2. Evaluate communication techniques, instill motivation, ethical decision making, inclusion and conflict resolution as a member of a team.

3. Apply tone, voice and style when writing and speaking through development, organization, drafting, revising, editing and presentation of business documents.
4. Evaluate material from diverse sources and points of view.
5. Write a resume and cover letter using appropriate methods.
6. Describe aspects of the job interview and business etiquette.

Reference Text (if applicable):

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

Course Assessments:

Students must achieve 80% in this course 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.

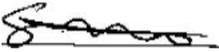
Articulated Credit Approval Signatures

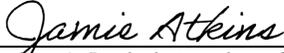
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Kim Turner-Rush

4/29/22

Saint Paul College Instructor Signature	Printed Name	Date
	Tracy Wilson	April 29, 2022

Saint Paul College Dean Signature	Printed Name	Date
	Sumaya Mohamed	5/4/22
High School Instructor Signature	Printed Name	Date

High School Administration Signature	Printed Name	Date
	Jamie Atkins, Purchasing Manager	6/30/2022
District Administration Signature	Printed Name	Date

Reviewed By:
Date: