

Minnesota

Articulated College Credit Agreement

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Through Articulated College Credit (ACC) Program, specific college curriculum learning outcomes and assessments are embedded in participating high school career and technical education (CTE) programs as specified in this agreement. Relevant knowledge, skills, and standards are taught by qualified CTE high school instructor(s) in one or more course(s). ACC is awarded if the student meets the college equivalency standards and later enrolls in the college(s) articulated requiring the course in a specific program.

Agreement Name	MN Employment Strategies
Agreement Reviewed/Updated	Fall 2024
Next Review Date	Fall 2025

These credits are valid for students 2 years after graduation from high school.

Colleges	College Courses	College Programs	ACC
Rochester Community & Technical College	AOP 2870 Employment Strategies	<ul style="list-style-type: none">Executive Office Professional (A.A.S. 60 cr.)Administrative Office Professional (Diploma 31 cr.)Healthcare Office Professional (Certificate 23 cr.)Healthcare Office Professional (A.A.S. 60 cr.)	1 of 1 Credit
South Central College	AGRI 1850 Employer/Employee Relations	<ul style="list-style-type: none">Agribusiness Office Specialist/Manager (A.A.S. 72 cr.)Agribusiness Sales, Service, and Management (Diploma 72 cr.)Agribusiness Chemical Applicator Technician (Certificate 30 cr.)	1 of 3 credits

Course Description

An individualized approach to developing job-seeking skills. The student will create a professional resume, cover/application letter, thank you letter, and reference list. Electronic job application completion and follow-up techniques will be covered. Effective interviewing skills will also be addressed. It is strongly recommended students have completed at least half of their program credits before taking this course.

Curriculum Learning Outcomes

1. Understand and identify personal and transferrable skills, competencies, and abilities.
2. Develop effective job search documents including resume, cover and application letter, reference list, and follow-up.
3. Demonstrate professional interviewing skills.
4. Understand the positive and negative effects of your online and social media presence.

Course Assessments

1. Assignments
2. Examinations
3. Projects

Students must achieve an **80% or higher** on assessments to earn college credits.