

# Minnesota

## Articulated College Credit Agreement

[www.CTEcreditMn.com](http://www.CTEcreditMn.com)

### Articulated College Credit Agreement

Through Articulated College Credit (ACC), 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 high school courses. ACC is awarded if the student meets the college equivalency standards and later enrolls in the college(s) listed below requiring the course in a specific program.

**Agreement Name:** Customer Service  
**Agreement Reviewed/Revised:** 2024-25

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

College	College Course	College Programs	ACC
Alexandria Technical & Community College	MKTG 2515 Quality Customer Service	<ul style="list-style-type: none"> <li>• Business Transfer Pathway (A.S.- Elective – 60 cr.)</li> <li>• Fashion Management (A.A.S.– 64 cr.)</li> <li>• Marketing &amp; Sales Management (A.A.S. – 64 cr.)</li> <li>• Retail Management (Cert. – 25 cr.)</li> </ul>	3 of 3 credits
Anoka-Ramsey Community College	BUSN 1145 Customer Service	<ul style="list-style-type: none"> <li>• IT Support Specialist (Cert. – 16 cr.)</li> <li>• Retail Management (Cert. 16 cr.)</li> </ul>	3 of 16 required credits
		<ul style="list-style-type: none"> <li>• Accounting Practitioner (A.A.S.- 60 cr.)</li> <li>• Business: Management/Marketing Emphasis (A.A.S. – 60 cr.)</li> </ul>	3 elective credits of required elective credits. Varies by program
		<ul style="list-style-type: none"> <li>• Computer Networking (A.S. – 60 cr.)</li> <li>• Network Support &amp; Administration (Cert. - 30 cr.)</li> <li>• System Administration (A.A.S. – 60 cr.)</li> </ul>	3 elective credits of 12 required elective credits
Hennepin Technical College	BUSN 1150 Introduction to Service & Work Team Strategies	<ul style="list-style-type: none"> <li>• Supervisory Management (Cert. – 16 cr.)</li> </ul>	3 of 3 credits
		<ul style="list-style-type: none"> <li>• Marketing and Sales (A.A.S. – 60 cr.)</li> </ul>	3 of 4 elective credits

Minnesota West Community & Technical College	ADSA 1141 Customer Service for Office Professionals	<ul style="list-style-type: none"> <li>• Office Management (A.A.S. – 60 cr.)</li> <li>• Administrative Assistant (A.A.S. – 60 cr.)</li> <li>• Administrative Assistant (Diploma – 35 cr.)</li> </ul>	2 of 2 credits
Normandale Community College	BUSN 1210 Exceptional Customer Service	<ul style="list-style-type: none"> <li>• Hospitality Management (A.A.S. Degree – 60 cr.)</li> <li>• Business, Marketing &amp; Management (A.A.S. Degree – 60 cr.)</li> </ul>	3 of 3 credits
Rochester Community & Technical College	AOP 2614 Customer Relations Management	<ul style="list-style-type: none"> <li>• Executive Office Professional (A.A.S. - 60 cr.)</li> <li>• Administrative Office Professional (Diploma - 31 cr.)</li> <li>• Healthcare Office Professional (Certificate 23 cr.)</li> <li>• Healthcare Office Professional (A.A.S. – 60 cr.)</li> </ul>	3 of 3 credits

### Course Description

This course will examine exceptional customer service issues that are key to building a successful customer-driven organization

### Course Content Goals

To obtain Articulated College Credit, students must complete the high school course and complete course examinations and lab projects with an **85% or better grade**.

1. Introduction to customer-centric service
2. Serving a diverse population of customers
3. Customer action, behavior, customer loyalty, and exceptional service
4. Attitude, angry customers, and relationship building
5. Resolving customer problems and complaints
6. Recovering from and winning back the angry customer
7. Problem-solving, time, and stress management skills
8. Communication essentials
9. Customer-focused listening skills
10. Nonverbal communication, dress, and manners
11. Effective telephone, email, web-based, in-person customer service
12. Customer service technologies
13. Managing, training, and rewarding superior customer service

### Course Learning Outcomes

- Define true customer service
- Learn proper training for exceptional service
- Learn how to motivate and empower employees for exceptional customer service
- Deliver the service and fix the problem
- Learn the proper role of the CSR
- Learn how to deal with customer behaviors
- Determine how to create customer loyalty
- Tailor customer service to the global world
- Learn how to serve a diverse population

### Course Assessments

Students must achieve an **85% or better in the high school course** to be eligible for articulated college credits. Evaluations can include but are not limited to:

- Class participation
- Quizzes
- Exams
- Student-created evaluation tools to evaluate customer service in various businesses
- Business interview with a customer service focus
- Case Studies
- Discussion Boards
- Final Project

**Reference Text**

Gibson's *The World of Customer Service*, 3rd, South-Western publisher. Current textbooks used at the colleges can be found at the college online bookstore.

**Recommended Industry-Recognized Certifications  
Or Comprehensive Assessments – College & High School**

<b>Certification or Assessment</b>	<b>Vendor</b>	<b>Other Information</b>
SkillsUSA Employability	Skills USA/ Career Essentials	<a href="http://www.careeressentials.org">www.careeressentials.org</a>
21 <sup>st</sup> Century Skills for Workplace Skills	NOCTI	<a href="http://www.nocti.org">www.nocti.org</a>
21 <sup>st</sup> Century Success Skills (300)	You Science	<a href="http://www.YouScience.com">www.YouScience.com</a>