

Saint Paul Consortium
Articulated College Credit (ACC) Agreement
www.CTEcreditMn.com

Agreement Name: Career Resources

Agreement Last Reviewed: 2017

Next Review Date: 2019

College	Course Name	Course Prefix	Course Number	Course Credits
Saint Paul College	Business Career Resources	BUSN	1480	1

This course provides information and guidance in the development of professional job seeking skills. Topics will include: the application, the resume, the cover letter, using the Internet in a job search, locating job opportunities, marketing yourself and company research.

Curriculum Content Objectives:

To receive credit, students will master 100% of the following content objectives:

1. Analyze a self-assessment tool that will be utilized in preparing for a job search.
2. Complete professional job seeking documents.
3. Demonstrate how to conduct a professional job search.
4. Complete a self-assessment.
5. Complete a current, error-free, professional resume.
6. Complete a current, error-free, professional cover letter.
7. Prepare information to be used on an application.
8. Conduct a job search using the Internet.

Assessments:

Students must achieve no less than 80% or B for a final grade in the high school course to receive ACC.

ACC Concept:

Skills for selected courses, required for graduation in programs at the colleges participating in this regional agreement are taught in our schools using the assessments developed collaboratively by secondary and post-secondary staff. High School credit is earned and college credits are earned if the student meets the college achievement.