

Saint Paul Consortium

Articulated College Credit (ACC) Agreement

www.CTEcreditMn.com

Agreement Name: Business Communications

Agreement Last Reviewed: 2017

Next Review Date: 2019

College	Course Name	Course Prefix	Course Number	Course Credits
Saint Paul College	Business Communications	BUSN	1449	3

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.

Curriculum Content Objectives:

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

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.

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.