RCTC PROGRAM PLAN

ADMINISTRATIVE ASSISTANT
Associate in Applied Science

I. MINNESOTA TRANSFER CURRICULUM (MNTC)/
GENERAL EDUCATION REQUIREMENTS…………………………………15 CREDITS
GOAL 1: WRITTEN AND ORAL COMMUNICATION ……………………………..4 CR
ENGL 1117, Reading and Writing Critically I, 4 cr

GOAL 2: CRITICAL THINKING MAY BE MET BY ANY COURSE IN MNTC 1-10 GOALS

GOAL 3: NATURAL SCIENCES
Credits from MNTC Goal 3 (Course must include a lab)
OR
GOAL 4: MATHEMATICS/LOGICAL REASONING
Mathematics must be 1111 level or above
Credits from MNTC Goal 4……………………………………………………….3 CR

GOAL 5: HISTORY AND THE SOCIAL AND BEHAVIORAL SCIENCES ………….3 CR
Credits from MNTC Goal 5

GOAL 6: HUMANITIES - THE ARTS, LITERATURE AND PHILOSOPHY …………..3 CR
Credits from MNTC Goal 6

ANY MNTC GOAL 1-10 COURSES……………………………………………………2 CR

II. PROGRAM CORE REQUIREMENTS…………………………………………………43 CREDITS
BTEC 1050, Keyboarding for Professionals, 2 cr
BTEC 1220, Human Relations in Organizations, 3 cr
BTEC 1320, Document Production, 3 cr
BTEC 2220, Business Communications, 3 cr
BTEC 2235, Quality Digital Transcription, 3 cr
BTEC 2270, Office Procedures, 3 cr
BTEC 2330, Advanced Document Production, 3 cr
BTEC 2355, Microsoft Business Applications, 4 cr
BTEC 2365, Advanced Microcomputer Business Applications, 3 cr
BTEC 2615, Applied Customer Service Skills and Concepts, 2 cr
BTEC 2616, Professionalism in the Workplace, 2 cr
BTEC 2617, Support Role in Meeting/Event Planning, 2 cr
BTEC 2622, Current Workplace Technology, 3 cr
BTEC 2870, Employment Strategies, 1 cr
COMM 2130, Team/Small Group Communications, 3 cr
ENGL 1630, English Grammar for Careers, 3 cr
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III. ELECTIVES..............................................................................................................................................2 CREDITS
RECOMMENDED:
BTEC 1001, Success in the Digital and Online Learning Environment, 1 cr
BTEC 1010, Computer Basics, 1 cr
BTEC 1015, Essential Computer Applications, 2 cr
BTEC 1020, Keyboarding, 1 cr
BTEC 1030, Keyboarding Speed/Accuracy, 1 cr
BTEC 1610, Medical Terminology and Body Systems, 2 cr
BTEC 2450, PowerPoint, 1 cr
BTEC 2600, Microsoft Office Outlook, 1 cr
BTEC 2880, Creating and Showcasing a Professional Portfolio, 1 cr
BUS 1101, Introduction to Business, 3 cr

TOTAL..................................................................................................................................................................60 CREDITS

ADDITIONAL NOTES:
PURPOSE: This course of study develops the office skills, knowledge, and attitudes sought by today’s employers. Extensive training is provided in communications, current applications software, and other office-related technology. This degree program is also designed with additional general education requirements for those students who may wish to transfer to another program/institution.

ADMISSION: Students entering this program must be proficient in keyboarding skills at a minimum of 45 net wpm or successfully completing BTEC 1020 Keyboarding and/or BTEC 1030, Keyboarding Speed/Accuracy as elective options.

Revised: 05/19/2015
Implementation: Fall 2015