I. MINNESOTA TRANSFER CURRICULUM (MNTC)/
GENERAL EDUCATION REQUIREMENTS..................................................30 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 (Must include a lab)
OR

GOAL 4: MATHEMATICS/LOGICAL REASONING .................................3 CR
Mathematics must be MATH 1111 level or above

GOAL 5: HISTORY AND THE SOCIAL AND BEHAVIORAL SCIENCES ..........3 CR
Credits from MNTC Goal 5
PSYC 1611, Psychology of Adjustment, 3 cr (Recommended)

GOAL 6: HUMANITIES - THE ARTS, LITERATURE AND PHILOSOPHY .................3 CR
Credits from MNTC Goal 6
PHIL 1125, Ethics, 3 cr (Recommended)

Any MNTC Goal 1-10 Courses..................................................................17 CR

II. PROGRAM CORE REQUIREMENTS.....................................................30 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 2270, Office Procedures, 3 cr
BTEC 2330, Advanced Document Production, 3 cr
BTEC 2355, Microsoft Business Applications, 4 cr
BTEC 2614, Customer Service Skills and Concepts, 3 cr
BTEC 2616, Professionalism in the Workplace, 2 cr
BTEC 2622, Current Workplace Technology, 3 cr
BTEC 2870, Employment Strategies, 1 cr

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

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

PROGRAM ENTRANCE REQUIREMENTS:
KEYBOARDING PREREQUISITE: 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. This class will not count toward the required credits for the program.

Revised: 05/19/2015
Implementation: Fall 2015