RCTC PROGRAM PLAN

ADMINISTRATIVE CLINIC ASSISTANT
Associate in Applied Science

I. MINNESOTA TRANSFER CURRICULUM (MNTC)/
GENERAL EDUCATION REQUIREMENTS..................................................15 CREDITS
GOAL 1: WRITTEN AND ORAL COMMUNICATION ........................................3 CR
ENGL 1109, Introduction to Professional and Technical Communication, 3 cr OR
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 4: MATHEMATICS/LOGICAL REASONING ........................................3 CR
PHIL 1145, Logic, 3 cr (Recommended) OR
MATH 1111, Contemporary Concepts in Mathematics, 3 cr

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

GOAL 6: HUMANITIES - THE ARTS, LITERATURE AND PHILOSOPHY ............3 CR
PHIL 1125, Ethics, 3 cr (Recommended) OR
COMM 2130, Team/Small Group Communications, 3 cr

Any Additional MNTC Goal 1-10 Courses..................................................................3 CR

II. PROGRAM CORE REQUIREMENTS...............................................................36 CREDITS
BTEC 1001, Success in the Digital and Online Learning Environment, 1 cr
BTEC 1012, Essential Computer Applications, 2 cr
BTEC 1030, Keyboarding Speed/Accuracy, 1 cr
BTEC 1050, Keyboarding for Professionals, 2 cr
BTEC 1220, Human Relations in Organizations, 3 cr
BTEC 1620, Medical Terminology for Health Professions, 3 cr
BTEC 1720, Introduction to Administrative Clinic Assistant, 1 cr
BTEC 1730, Patient Office Procedures for an Administrative Clinic Assistant, 2 cr
BTEC 2600, Microsoft Office Outlook, 1 cr
BTEC 2614, Customer Service Skills and Concepts, 3 cr
BTEC 2615, Applied Customer Service Skills and Concepts, 2 cr
BTEC 2616, Professionalism in the Workplace, 2 cr
BTEC 2622, Current Technology in the Workplace, 3 cr
BTEC 2870, Employment Strategies, 1 cr
ENGL 1630, English Grammar for Careers, 3 cr
HIMC 1840, Introduction to Health Records, 3 cr
HIMC 2600, Human Diseases for Health Professionals, 3 cr
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III. ELECTIVES .................................................................................................................................................. 9 CREDITS

RECOMMENDED:

BTEC 1020, Keyboarding, 1 cr
BTEC 1320, Document Production, 3 cr
BTEC 2210, Shadowing Capstone as an Administrative Clinic Assistant, 1 cr
BTEC 2350, Microcomputer Business Applications, 3 cr
BTEC 2450, PowerPoint, 1 cr
BTEC 2617, Support Role in Meeting and Event Management, 2 cr
HIMC 1800, Legal Aspects of Health Information, 3 cr
HLTH 1110, CPR/AED for the Professional Rescuer- (Health Care Provider), 1 cr

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

ADDITIONAL NOTES:

PURPOSE: A career as an Administrative Clinic Assistant involves patient and physician contact, detailed appointment scheduling, phone work, electronic medical record maintenance and tracking. Students will understand the importance of team building, working in a fast paced electronic work environment. Training will involve both classroom training and hands on training. This degree program was designed for students to have more general education requirements, to transfer to another program/institution and provide more extensive training in interpersonal skills, team building, professionalism and knowledge of the current technology in the workplace. Successful completion of this program would prepare a graduate to assume the role of a Patient Service Representative, Patient Appointment Coordinator, Clinical Assistant.

NOTE: Students entering this program must be proficient in keyboarding skills at a minimum or 35 net wpm or successfully complete BTEC 1020, Keyboarding as an elective.

Notice of Minnesota Background Check Requirement

Minnesota Statute 245C requires that students who have contact with individuals in licensed institutions complete an annual background study with the Minnesota Department of Human Services. Individuals who do not pass the background check will not be allowed to participate in clinical activities. A list of disqualifying offences is available at: https://www.revisor.mn.gov/statutes?id=245C.15. Information about completing the background study will be available from program faculty.

Revised: 07/19/2017
Implementation: Fall 2017