COMMON COURSE OUTLINE: Course discipline/number/title: BTEC 2841: BTEC Internship II

A. CATALOG DESCRIPTION

1. Credits: 3
2. Hours/Week: 48 hours of work experience per semester credit
3. Prerequisites (Course discipline/number): Major in BTEC Program. Successfully completed BTEC 1320, BTEC 2350, BTEC 2330, BTEC 2870, BTEC 2450, BTEC 2200, BTEC 1230, and BTEC 2220
4. Co-requisites (Course discipline/number): None
5. MnTC Goals (if any): NA

This course Internship is the opportunity to earn credit for work experience related to the student’s career objective. A total of 3 credits may be earned per semester.

B. DATE LAST REVISED (Month, year): April, 2010

C. OUTLINE OF MAJOR CONTENT AREAS:

1. Description of company
2. Communication process
3. Technology used in the company
4. Hiring practices
5. Information management process
6. Human relations in the workplace

D. LEARNING OUTCOMES (GENERAL): The student will be able to:

1. Develop an increased awareness of the scope of jobs available within the administrative assistant career.
2. Demonstrate self-direction competencies directly related to their administrative assistant career.
3. Maintain and create new professional approaches to the world of business.
4. Apply knowledge learned in college coursework to the work experience.
5. Actively participate in the free exchange of ideas and information among supervising faculty, students, and business personnel.
6. Implement and manage office and/or technological projects.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:

1. Weekly research paper
2. Student self-evaluation
3. Employer evaluation of student
4. Attendance at weekly seminars
5. Final research paper compile from weekly research papers
6. Daily journal

G. RCTC CORE OUTCOME(S) ADDRESSED:

- Communication
- Critical Thinking
- Global Awareness/Diversity
- Personal/Professional Accountability
- Civic Responsibility
- Aesthetic Response

H. SPECIAL INFORMATION (if any):

Normal fees that are charged for other computer classes and for online classes