

## 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  
**3 credits from either Goal 3 or Goal 4 ..... 3 cr**
- Goal 5: History and the Social and Behavioral Sciences ..... 3 cr**  
Credits from MnTC Goal 5
- Goal 6: The Humanities-the Arts, Literature, and Philosophy ..... 3 cr**  
Credits from MnTC Goal 6
- Any MNTC Goal 1-10 Courses.....2 cr**
- II. RCTC General Education: Allied Studies Requirement ..... 6 Credits**
- Area 12: Computer/Information Literacy ..... 5 cr**  
BTEC 1320, Word Processing I, 3 cr  
BTEC 1510, Internet Applications, 2 cr
- Area 13: Career and Personal Development ..... 1 cr**  
BTEC 2870, Employment Strategies, 1 cr
- III. Professionally-Related Business Requirements..... . 34 Credits**
- BTEC 1220, Human Relations in Organizations, 3 cr  
BTEC 1230, Machine Transcription 3 cr  
BTEC 1240, Quality Issues in Business Transcription, 1 cr  
BTEC 2200, Information Resource Management, 3 cr  
BTEC 2220, Business Communications, 3 cr  
BTEC 2270, Office Procedures, 3 cr  
BTEC 2330, Word Processing II, 3 cr  
BTEC 2460, Computer Voice Technology, 1 cr  
BTEC 2614, Customer Service Skills and Concepts, 3 cr  
BTEC 2841, Internship II, 3 cr  
BTEC 2880, Developing Electronic Portfolio, 1 cr  
BUS 1101, Introduction to Business, 3 cr

# ROCHESTER COMMUNITY AND TECHNICAL COLLEGE

## Computer Courses – Choose one of the following options:

### Option 1:

BTEC 2355, Microcomputer Applications with PowerPoint, 4 cr

### Option 2:

BTEC 2350, Microcomputer Business Applications, 3 cr

### AND

BTEC 2450, PowerPoint, 1 cr

**NOTE: KEYBOARDING PREREQUISITE:** Students entering this program must be proficient in keyboarding skills at a minimum of 35 net wpm. Students not meeting this requirement should enroll in BTEC 1050 Keyboarding. This class will not count toward the required credits for the program.

## IV. Electives ..... 6 Credits

**Recommended Electives:** ACCT 2217 Financial Accounting, BTEC 2615 Planning and Forecasting Based on Customer Service, BTEC 1030 Keyboarding Speed and Accuracy, BTEC 1050 Keyboarding, BTEC 1020 Keyboarding for Computers, BTEC 1010 Computer Basics or BUS 1101 Introduction to Business.

## TOTAL ..... 61 Credits

### Administrative Assistant, A.A.S., Course Sequence

#### Semester I

\*BTEC 1030 1 cr  
 BTEC 1320 3 cr  
 ENGL 1117 4 cr  
 BTEC 1240 1 cr  
 BTEC 1220 3 cr  
 ELECTIVES (See Advisor)

#### Semester II

BTEC 1230 3 cr  
 BTEC 2330 3 cr  
 BUS 1101 3 cr  

BTEC 2355	4 cr	OR
BTEC 2350	3 cr	AND
BTEC 2450	1 cr	

\*This course recommended for students keyboarding less than 55 wpm.

#### Semester III

BTEC 2614 3 cr  
 BTEC 1510 3 cr  
 BTEC 2200 3 cr  
 BTEC 2220 3 cr  
 ELECTIVES (See Advisor)

#### Semester IV

BTEC 2270 3 cr  
 BTEC 2460 1 cr  
 BTEC 2870 1 cr  
 BTEC 2841 3 cr

**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.

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For information, contact the Welcome Center at 507-285-7557  
 or e-mail [getinfo@rctc.roch.edu](mailto:getinfo@rctc.roch.edu).

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 RCTC is a member of the Minnesota State Colleges and Universities system, a University Center Rochester Partner and an equal opportunity employer/educator.