

**ADMINISTRATIVE ASSISTANT  
Associate in Science**

**I. Minnesota Transfer Curriculum (MnTC) General Ed 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 Science**

Credits from MnTC goal 3 (Must include a lab)

**OR**

**Goal 4: Mathematics/Logical Reasoning..... 3 cr**

Mathematics must be 1111 level or above

**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.....17 cr**

**II. Professionally-Related Business Requirements..... .30 Credits**

BTEC 1220, Human Relations in Organizations, 3 cr

BTEC 1230, Machine Transcription, 3 cr

BTEC 1240, Quality Issues for Business Transcription, 1 cr

BTEC 1320, Word Processing I, 3 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 2614, Customer Service Skills and Concepts, 3 cr

BTEC 2870, Employment Strategies, 1 cr

**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

# ROCHESTER COMMUNITY AND TECHNICAL COLLEGE

**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 1030 Keyboarding for Speed and Accuracy. This class will not count toward the required credits for the program.

**TOTAL ..... .60 Credits**

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

### Semester I

BTEC 1030 1 cr  
 BTEC 1220 3 cr  
 BTEC 1240 1 cr  
 BTEC 1320 3 cr  
 ENGL 1117 4 cr  
 GEN ED elective  
 (See Advisor) 4 cr  
**15 cr**

### Semester II

BUS 1230 3 cr  
 BTEC 2330 3 cr  

BTEC 2355	4 cr <b>OR</b>
BTEC 2350	3 cr <b>AND</b>
BTEC 2450	1 cr

 GEN ED elective  
 (See Advisor) 6 cr  
**16 cr**

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

### Semester III

BTEC 2200 3 cr  
 BTEC 2220 3 cr  
 BTEC 2614 3 cr  
 GEN ED elective  
 (See Advisor) 6 cr  
**15 cr**

### Semester IV

BTEC 2270 3 cr  
 BTEC 2870 1 cr  
 GEN ED elective  
 (See Advisor) 10 cr  
**14 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.

Revised: 03/01/2012



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

851 30th Avenue SE | Rochester, MN 55904 | 1.800.247.1296 | TTY Relay 1.800.627.3529 | [www.rctc.edu](http://www.rctc.edu)  
 RCTC is a member of the Minnesota State Colleges and Universities system, a University Center Rochester Partner and an equal opportunity employer/educator.