

**ADMINISTRATIVE ASSISTANT
Certificate**

I. RCTC General Education: Allied Studies Requirements 4 Credits

Area 13: Career and Personal Development

ENGL 1630, English Grammar for Careers, 3 cr
BTEC 2870, Employment Strategies, 1 cr

II. Professionally-Related Business Requirements..... 23 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 2220, Business Communications, 3 cr
BTEC 2270, Office Procedures, 3 cr
BTEC 2614, Customer Service Skills & Concepts, 3 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

TOTAL..... 27 Credits

NOTE: *BTEC 1030, Keyboarding: Speed/Accuracy Development, 1 cr

*Recommended for students typing less than 55 wpm.

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.

Purpose: This abbreviated program is designed to train or retrain students for basic office clerical positions with emphasis placed on communications and current office technology.

Revised: 02/18/2009



**For information, contact the Welcome Center at 507-285-7557
or e-mail getinfo@rctc.roch.edu.**

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