

**ADMINISTRATIVE ASSISTANT REFRESHER  
Certificate**

**I. Professionally Related Business Requirements ..... 20 Credits**

- ENGL 1630, English Grammar for Careers, 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 2614, Customer Service Skills and 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

**Electives (Students must choose 3 credits total from the following list):**

- BTEC 1030, Keyboarding Speed & Accuracy, 1 cr
- BTEC 1510, Internet Applications, 2 cr
- BTEC 2200, Information Resource Management, 3 cr
- BTEC 2840, Internship, 2 cr

**TOTAL ..... 20 Credits**

Revised: 02/18/2009



**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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