

ROCHESTER COMMUNITY AND TECHNICAL COLLEGE

ADMINISTRATIVE ASSISTANT Diploma

I. RCTC General Education: Allied Studies Requirements.....9 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 4 cr

ENGL 1630, English Grammar for Careers, 3 cr

BTEC 2870, Employment Strategies, 1 cr

II. Professionally-Related Business Requirements..... .28 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 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 2840, Internship, 2 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

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.

TOTAL 37 Credits

Purpose: This one-year concentrated program is designed to prepare students to perform a wide range of office tasks including mail handling, telephone etiquette, records management, scheduling appointments or meetings, and making travel arrangements. Successful graduates may be employed in a variety of business firms, state/local/federal government offices, and many other companies with a need for an office assistant.



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

851 30th Avenue SE | Rochester, MN 55904 | 1.800.247.1296 | TTY Relay 1.800.627.3529 | 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.

ROCHESTER COMMUNITY AND TECHNICAL COLLEGE

Administrative Assistant Diploma Course Sequence

Semester I

*BTEC 1030	1 cr
BTEC 1220	3 cr
BTEC 1240	1 cr
ENGL 1320	3 cr
BTEC 1630	3 cr
BTEC 1510	2 cr

BTEC 2355	4 cr
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OR

BTEC 2350	3 cr
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AND

BTEC 2450	1 cr
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Semester II

BTEC 1230	3 cr
BTEC 2200	3 cr
BTEC 2220	3 cr
BTEC 2270	3 cr
BTEC 2330	3 cr
BTEC 2840	2 cr
BTEC 2870	1 cr
BTEC 2614	3 cr

*This course recommended for students keyboarding less than 55 wpm

Revised: 03/01/2009



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