

# ADMINISTRATIVE ASSISTANT Diploma Program

<b>I.</b>	<b>RCTC General Education: Allied Studies Requirements.....</b>		<b>9 Credits</b>
	<b>Goal 12: Computer/Information Literacy .....</b>		<b>5 cr</b>
	BTEC 1320	Word Processing I	3 cr
	BTEC 1510	Internet Applications	2 cr
	<b>Goal 13: Career and Personal Development .....</b>		<b>4 cr</b>
	ENGL 1630	English Grammar for Careers	3 cr
	BTEC 2870	Employment Strategies	1 cr
<b>II.</b>	<b>Professionally-Related Business Requirements.....</b>		<b>28 Credits</b>
	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
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 <b>AND</b> BTEC 2450                      PowerPoint    1 cr BTEC 2614                      Customer Service Skills and Concepts                      3 cr BTEC 2840                      Internship    2 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**

**Administrative Assistant Diploma Course Sequence**

<b>Semester I</b>		<b>Semester II</b>	
*BTEC 1030	1 cr	BTEC 1230	3 cr
BTEC 1220	3 cr	BTEC 2200	3 cr
BTEC 1240	1 cr	BTEC 2220	3 cr
ENGL 1320	3 cr	BTEC 2270	3 cr
BTEC 1630	3 cr	BTEC 2330	3 cr
BTEC 1510	2 cr	BTEC 2840	2 cr
BTEC 2355      4 cr                      BTEC 2870      1 cr <b>OR</b> BTEC 2614      3 cr BTEC 2350      3 cr <b>AND</b> BTEC 2450      1 cr			

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

**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.

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For additional information on this program contact:  
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