

ADMINISTRATIVE ASSISTANT REFRESHER Certificate Program

I. Professionally Related Business Requirements 20 Credits

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|-----------|---|------|
| 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 |

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|---|--|------|
| 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):

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|-----------|---------------------------------|------|
| BTEC 1030 | Keyboarding Speed & Accuracy | 1 cr |
| BTEC 1510 | Exploring the Internet | 2 cr |
| BTEC 2200 | Information Resource Management | 3 cr |
| BTEC 2840 | Internship | 2 cr |

TOTAL 20 Credits

Implemented: Fall 2007
Revised: 09/04/2007
Reviewed: 02/2008

For additional information on this program contact:
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