

# ADMINISTRATIVE ASSISTANT REFRESHER Certificate Program

**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
<b>AND</b>		
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**

Implemented: Fall 2008  
 Revised: 05/01/2008  
 Reviewed: 05/2008

For additional information on this program contact:  
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