# BUSINESS ADMINISTRATIVE TECHNOLOGY ADMINISTRATIVE ASSISTANT

### **ASSOCIATE IN APPLIED SCIENCE**

This program will prepare you to provide administrative support by conducting research, preparing reports, handling information requests, and performing clerical functions. Students will use Microsoft Office products including Word. Excel. PowerPoint. and Access.

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	BUAD	110	<b>Business Communications</b>	3	
	COMP	115	Spreadsheet (Microsoft Excel)	3	
	OTEC	106	Formatting	3	
	OTEC	111	Records Mgmt & Database App	3	
	OTEC	113	Business Accounting	3	
$\Box$	OTEC	119	Business Math	3	
	OTEC	121	Office Procedures	3	
$\Box$	OTEC	122	Office Internship I	1-3	
=	OTEC	140	Business English	3	
$\sqcap$	OTEC	155	Word Processing (Microsoft Word)	3	
$\sqcap$	OTEC	136	Business Office Applications	3	
Cor	ncentrat	ion Ele		6	
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Cor	Concentration Elective**				
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<u>Ge</u>	neral E	Educa	tion Requirements	21	
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	СОМР	110	Computer Concepts and Application	ns 3	
	COMP ENGL	110 101	Computer Concepts and Application English Composition I		
	COMP ENGL ENGL	110 101 102	Computer Concepts and Application English Composition I English Composition II or	ns 3 3	
	COMP ENGL ENGL COMM	110 101 102 101	Computer Concepts and Application English Composition I English Composition II or Public Speaking	ns 3	
	COMP ENGL ENGL COMM MATH	110 101 102 101 106	Computer Concepts and Application English Composition I English Composition II or Public Speaking Applied Math or	ns 3 3	
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Credits Required: 61-63

Contact: Lori Ford

620-820-1242 lorif@labette.edu

#### **Recommended Course Sequence**

**SEM 1:** COMP 110, OTEC 106, OTEC 140 **SEM 2:** OTEC 119, BUAD 110, COMP 115

**SEM 3:** OTEC 113, OTEC 121, OTEC 155, OTEC 111

**SEM 4:** OTEC 122, OTEC 136 or OTEC 138

## **Student Organization**

Phi Beta Lambda (PBL)

#### **After Graduation**

Administrative and clerical assistants work in nearly every industry, and are employed in schools, hospitals, governments, law firms, and medical offices.

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 82.

Placement Tests or pre-requisites are required for English Composition I, Math courses and most General Education Electives. See page 31 for complete Placement information.

All first-time, full-time students with fewer than 15 credit hours after high school graduation are required to enroll in the College Success Skills course during their first semester.

Some courses are not offer each semester. Always make an appointment with your major advisor to enroll each semester.

Choose from OTEC, BUAD, COMP, ACCT Course.

Concentration Electives (3)\*\*