

# 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.

**Credits Required:** 61-63

**Contact:** Lori Ford  
620-820-1242  
[lorif@lafayette.edu](mailto:lorif@lafayette.edu)

#### Concentration Requirements **40-42**

|                          |      |     |                                  |     |
|--------------------------|------|-----|----------------------------------|-----|
| <input type="checkbox"/> | BUAD | 110 | Business Communications          | 3   |
| <input type="checkbox"/> | COMP | 115 | Spreadsheet (Microsoft Excel)    | 3   |
| <input type="checkbox"/> | OTEC | 106 | Formatting                       | 3   |
| <input type="checkbox"/> | OTEC | 111 | Records Mgmt & Database App      | 3   |
| <input type="checkbox"/> | OTEC | 113 | Business Accounting              | 3   |
| <input type="checkbox"/> | OTEC | 119 | Business Math                    | 3   |
| <input type="checkbox"/> | OTEC | 121 | Office Procedures                | 3   |
| <input type="checkbox"/> | OTEC | 122 | Office Internship I              | 1-3 |
| <input type="checkbox"/> | OTEC | 140 | Business English                 | 3   |
| <input type="checkbox"/> | OTEC | 155 | Word Processing (Microsoft Word) | 3   |
| <input type="checkbox"/> | OTEC | 136 | Business Office Applications     | 3   |
| <input type="checkbox"/> |      |     | Concentration Electives*         | 6   |
| <input type="checkbox"/> |      |     | Concentration Elective**         | 3   |

#### **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.

#### General Education Requirements **21**

|                          |      |     |                                    |   |
|--------------------------|------|-----|------------------------------------|---|
| <input type="checkbox"/> | COMP | 110 | Computer Concepts and Applications | 3 |
| <input type="checkbox"/> | ENGL | 101 | English Composition I              | 3 |
| <input type="checkbox"/> | ENGL | 102 | English Composition II <i>or</i>   |   |
|                          | COMM | 101 | Fundamentals of Speech             | 3 |
| <input type="checkbox"/> | MATH | 106 | Applied Math <i>or</i>             |   |
|                          | MATH | 100 | Intermediate Algebra <i>or</i>     |   |
|                          | MATH | 115 | College Algebra                    | 3 |
| <input type="checkbox"/> |      |     | General Education Electives        | 9 |

#### Concentration Emphasis & Electives

##### **Business Administrative Assistant Electives(6)\***

|                          |      |     |                                  |   |
|--------------------------|------|-----|----------------------------------|---|
| <input type="checkbox"/> | ACCT | 112 | Financial Accounting             | 3 |
| <input type="checkbox"/> | ACCT | 121 | Computer Accounting              | 3 |
| <input type="checkbox"/> | COMP | 120 | Computer Information Systems     | 3 |
| <input type="checkbox"/> | COMP | 192 | Database Concepts & Applications | 3 |
| <input type="checkbox"/> | OTEC | 138 | Legal Office Applications        | 3 |

##### **Concentration Electives (3)\*\***

Choose from OTEC, BUAD, COMP, ACCT Course.

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.