

BUSINESS ADMINISTRATIVE TECHNOLOGY

CLERICAL ASSISTANT CERTIFICATE

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This certificate program is designed for those who are making a career change and need basic office skills.

Credits Required: 24

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Concentration Requirements **24**

- COMP 110 Computer Concepts and Applications 3
- COMP 115 Spreadsheets (Microsoft Excel) 3
- OTEC 106 Formatting 3
- OTEC 111 Records Mgmt & Database App 3
- OTEC 119 Business Math 3
- Concentration Electives * 9
- _____
- _____
- _____

Recommended Course Sequence

- SEM 1:** COMP 110, OTEC 111, Concentration Elective
- SEM 2:** COMP 115, OTEC 119
- SEM 3:** OTEC 106, Concentration Elective

After Completion

Students should be able to look for entry-level office positions in many different kinds of businesses. In addition, they could continue their education by completing an Associated of Applied Science degree as a Business Administrative Assistant. All of the courses in the certificate program would articulate with the degree program.

***Concentration Electives**

- BUAD 110 Business Communications 3
- OTEC 102 College Keyboarding * 3
- OTEC 113 Business Accounting 3
- OTEC 121 Office Procedures 3
- OTEC 122 Office Internship I 1-3
- OTEC 123 Office Internship II 3
- OTEC 136 Business Office Applications 3
- OTEC 140 Business English 3
- OTEC 155 Word Processing (Microsoft Word) 3

*Students who do not have enough keyboarding experience are required to take OTEC 102 College Keyboarding in the first semester.

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.