

# BUSINESS ADMINISTRATIVE TECHNOLOGY CLERICAL ASSISTANT CERTIFICATE

## CERTIFICATE

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**

<input type="checkbox"/>	COMP	110	Computer Concepts and Applications	3
<input type="checkbox"/>	COMP	115	Spreadsheets (Microsoft Excel)	3
<input type="checkbox"/>	Otec	102	College Keyboarding	3
<input type="checkbox"/>	Otec	106	Formatting	3
<input type="checkbox"/>	Otec	111	Records Mgmt & Database App	3
<input type="checkbox"/>	Otec	119	Business Math	3
<input type="checkbox"/>			Concentration Electives *	6

### **Recommended Course Sequence**

**SEM 1:** Otec 102, 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

<input type="checkbox"/>	BUAD	110	Business Communications	3
<input type="checkbox"/>	Otec	103	Microcomputer Application I	3
<input type="checkbox"/>	Otec	113	Business Accounting	3
<input type="checkbox"/>	Otec	121	Office Procedures	3
<input type="checkbox"/>	Otec	122	Office Internship I	1-3
<input type="checkbox"/>	Otec	123	Office Internship II	3
<input type="checkbox"/>	Otec	140	Business English	3
<input type="checkbox"/>	Otec	155	Word Processing (Microsoft Word)	3

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.