

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@labette.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 |
| Concentration Electives* | | | | 6 |
| <input type="checkbox"/> | _____ | | | |
| <input type="checkbox"/> | _____ | | | |
| Concentration Elective** | | | | 3 |
| <input type="checkbox"/> | _____ | | | |

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 | Public Speaking | 3 |
| <input type="checkbox"/> | MATH | 106 | Applied Math <i>or</i> | |
| | MATH | 100 | Intermediate Algebra <i>or</i> | |
| | MATH | 115 | College Algebra | 3 |
| General Education Electives | | | | 9 |
| <input type="checkbox"/> | _____ | | | |
| <input type="checkbox"/> | _____ | | | |
| <input type="checkbox"/> | _____ | | | |

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.

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

Contact: Lori Ford
620-820-1242
lorif@labette.edu

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 106 | Formatting | 3 |
| <input type="checkbox"/> | OTEC 111 | Records Mgmt & Database App | 3 |
| <input type="checkbox"/> | OTEC 119 | Business Math | 3 |
| | Concentration Electives * | | 9 |
| <input type="checkbox"/> | _____ | | |
| <input type="checkbox"/> | _____ | | |
| <input type="checkbox"/> | _____ | | |

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**

| | | | |
|--------------------------|----------|----------------------------------|-----|
| <input type="checkbox"/> | BUAD 110 | Business Communications | 3 |
| <input type="checkbox"/> | OTEC 102 | College Keyboarding * | 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 136 | Business Office Applications | 3 |
| <input type="checkbox"/> | OTEC 140 | Business English | 3 |
| <input type="checkbox"/> | 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.

BUSINESS ADMINISTRATIVE TECHNOLOGY MEDICAL ADMINISTRATIVE ASSISTANT

ASSOCIATE IN APPLIED SCIENCE

This program will prepare you to perform secretarial and clerical duties using specific knowledge of medical terminology, scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.

Credits Required: 62-65
Contact: Lori Ford
620-820-1242
lorif@labette.edu

Concentration Requirements **39-42**

| | | | |
|--------------------------|--------------------------|----------------------------------|-----|
| <input type="checkbox"/> | BUAD 110 | Business Communications | 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 124 | Medical Terminology | 3 |
| <input type="checkbox"/> | Otec 133 | Medical Coding ICD | 3 |
| <input type="checkbox"/> | Otec 137 | Medical Office Applications | 3 |
| <input type="checkbox"/> | Otec 140 | Business English | 3 |
| <input type="checkbox"/> | Otec 155 | Word Processing Concepts and App | 3 |
| | Concentration Electives* | | 5-6 |
| <input type="checkbox"/> | _____ | | |
| <input type="checkbox"/> | _____ | | |

Recommended Course Sequence

SEM 1: OTEC 106, OTEC 111, OTEC 140
SEM 2: BUAD 110, OTEC 119, OTEC 124
SEM 3: OTEC 113, OTEC 121, OTEC 133, OTEC 155
SEM 4: OTEC 122, OTEC 137, Concentration Elective

Student Organization

Phi Beta Lambda (PBL)

After Graduation

The majority of jobs will be found in medical offices of clinics, doctors' offices, and hospitals.

General Education Requirements **23**

| | | | |
|--------------------------|-----------------------------|------------------------------------|---|
| <input type="checkbox"/> | BIOL 130 | Anatomy & Physiology | 5 |
| <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 | Public Speaking | 3 |
| <input type="checkbox"/> | MATH 106 | Applied Math <i>or</i> | |
| | MATH 100 | Intermediate Algebra <i>or</i> | |
| | MATH 115 | College Algebra | 3 |
| | General Education Electives | | 6 |
| <input type="checkbox"/> | _____ | | |
| <input type="checkbox"/> | _____ | | |

*Concentration Electives

- OTEC 125 Advanced Medical Terminology (3)
 - OTEC 128 Medical Transcription (2)
 - OTEC 134 Medical Coding CPT (3)
- Up to 3 credit hours may be NURS

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.

BUSINESS ADMINISTRATIVE TECHNOLOGY MEDICAL OFFICE ASSISTANT CERTIFICATE

CERTIFICATE

This program is designed for those who wish to update their office skills by using specific knowledge of medical terminology, scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.

Credits Required: 27-28
Contact: Lori Ford
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Concentration Requirements **27-28**

- | | | | |
|--------------------------|---------------------------|---------------------|-------|
| <input type="checkbox"/> | OTEC 106 | Formatting | 3 |
| <input type="checkbox"/> | OTEC 124 | Medical Terminology | 3 |
| <input type="checkbox"/> | OTEC 133 | Medical Coding ICD | 3 |
| <input type="checkbox"/> | OTEC 140 | Business English | 3 |
| | Concentration Electives * | | 15-16 |
| <input type="checkbox"/> | _____ | | |
| <input type="checkbox"/> | _____ | | |
| <input type="checkbox"/> | _____ | | |
| <input type="checkbox"/> | _____ | | |
| <input type="checkbox"/> | _____ | | |
| <input type="checkbox"/> | _____ | | |

Recommended Course Sequence
SEM 1: OTEC 106, OTEC 124, OTEC 133, OTEC 140,
SEM 2: Concentration Electives

Student Organization
Phi Beta Lambda (PBL)

After Completion
The majority of jobs will be found in medical offices of clinics, doctors' offices, and hospitals. Students may continue with their education by obtaining an Associate in Applied Science in Medical Administrative Assistant.

*** Select 15-16 hours from the following:**

- | | | | |
|--------------------------|----------|----------------------------------|-----|
| <input type="checkbox"/> | OTEC 111 | Records Mgmt. & Database App | 3 |
| <input type="checkbox"/> | OTEC 122 | Office Internship I | 1-3 |
| <input type="checkbox"/> | OTEC 125 | Advanced Medical Terminology | 3 |
| <input type="checkbox"/> | OTEC 128 | Medical Transcription | 2 |
| <input type="checkbox"/> | OTEC 134 | Medical Coding CPT | 3 |
| <input type="checkbox"/> | OTEC 137 | Medical Office Applications | 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.