

**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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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.

<u>Concentration Requirements</u>		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
	<i>Enroll in College Keyboarding if typing speed <30 wpm</i>	
<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"/>	_____	

<u>Concentration Electives</u>		
<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
<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

General Education Electives can be found on page 86.
Pathway Requirements can be found on page 90