

**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

Major Advisor: Lori Ford
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Concentration Requirements 40

- BUAD 110 Business Communications 3
- COMP 115 Spreadsheet (Microsoft Excel) 3
- OTEC 106 Formatting 3

Enroll in College Keyboarding if typing speed <30 wpm

- OTEC 111 Records Mgmt & Database App 3
- OTEC 113 Business Accounting 3
- OTEC 119 Business Math 3
- OTEC 121 Office Procedures 3
- OTEC 122 Office Internship I 1
- OTEC 136 Business Office Applications 3
- OTEC 140 Business English 3
- OTEC 155 Word Processing (Microsoft Word) 3

*Concentration Electives 6

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**Concentration Elective 3

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General Education Requirements 21

- COMP 110 Computer Concepts and Applications 3
- ENGL 101 English Composition I 3
- ENGL 102 English Composition II *or*
- COMM101 Public Speaking 3
- MATH 100 Intermediate Algebra *or*
- MATH 115 College Algebra 3

General Education Electives 9

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Concentration Emphasis & Electives

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

- ACCT 112 Financial Accounting 3
- ACCT 121 Computer Accounting 3
- BUAD 101 Introduction to Business 3
- COMP 120 Computer Information Systems 3
- COMP 192 Database Concepts & Applications 3
- 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 92.

Placement Tests or pre-requisites are required for English Composition I, and Math courses. See page 26 for complete Placement information.

Some courses are not offer each semester. Always make an appointment with your major advisor to enroll each semester.