

**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

Major Advisor: Lori Ford
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Concentration Requirements 24

- COMP 110 Computer Concepts and Applications 3
- COMP 115 Spreadsheets (Microsoft Excel) 3
- OTEC 106 Formatting 3
Enroll in College Keyboarding if typing speed <30 wpm
- 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
- OTEC 123 Office Internship II 3
- OTEC 136 Business Office Applications 3
- OTEC 140 Business English 3
- 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 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.