

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

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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
<input type="checkbox"/>			Concentration Electives*	6
<input type="checkbox"/>			Concentration Elective**	3

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	Fundamentals of Speech	3
<input type="checkbox"/>	MATH	106	Applied Math <i>or</i>	
	MATH	100	Intermediate Algebra <i>or</i>	
	MATH	115	College Algebra	3
<input type="checkbox"/>			General Education Electives	9

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.