

# 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@lafayette.edu](mailto:lorif@lafayette.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
<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.

# 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](mailto: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 102	College Keyboarding	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
<input type="checkbox"/>		Concentration Electives *	6

**Recommended Course Sequence**

- SEM 1:** OTEC 102, 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 103	Microcomputer Application I	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 140	Business English	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.

# 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@lafayette.edu](mailto:lorif@lafayette.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
<input type="checkbox"/>			Concentration Electives*	5-6

### **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	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	6

### \*Concentration Electives

<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)

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 offered 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  
620-820-1242  
[lorif@labette.edu](mailto:lorif@labette.edu)

### 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
<input type="checkbox"/>		Concentration Electives *	15-16

**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.