

**SINTE GLESKA UNIVERSITY**  
**Institute of Technologies**  
**DATA ENTRY SPECIALIST**  
**STATUS SHEET**

<b>NAME:</b>	<b>ID NUMBER:</b>
<b>ADDRESS:</b>	<b>PHONE:</b>
<b>EMAIL:</b>	<b>UPDATED:</b>

<b>A.A.S. ASSOCIATE OF APPLIED SCIENCE</b> <b>DATA ENTRY SPECIALIST</b>
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<u>COURSE NUMBER &amp; TITLE</u>	<u>HR. YR. GRADE</u>	<u>NOTES:</u>
__MA 120 Math Essentials	4 _____	
__MA 150 College Algebra	4 _____	
__EN 101 Freshman English I	3 _____	
__EN 102 Freshman English II – EN 101	3 _____	
__CE 107 Computer Essentials	3 _____	
__LL 101 Lakota Language I	4 _____	
__LS 253 Lakota History & Culture	3 _____	
__SP 100 Speech Communications	3 _____	
<b>TOTAL HOURS:</b>	<b>27</b>	

<u>COURSE NUMBER &amp; TITLE</u>	<u>HR. YR. GRADE</u>	<u>NOTES:</u>
__DE 100 Basic Spreadsheet Applications	3 _____	
__DE 105 Introduction to Data Management	3 _____	
__DE 106 Data Collection	2 _____	
__OE 111 Word Processing	3 _____	
__OE 120 Microsoft Applications-preq: OE 111	3 _____	
__OE 121 Professional Development	3 _____	
__OE 210 Database Applications	3 _____	
__DE 211 Database Applications II prereq. OE 210	3 _____	
__OE 223 Spreadsheet Applications	3 _____	
__DE 224 Spreadsheet Applications II prereq. OE 223	3 _____	
__DE 240 Internship/Capstone	6 _____	
<b>TOTAL HOURS:</b>	<b>35</b>	

**TOTAL REQUIRED HOURS FOR A.A.S. DEGREE: 62**