

**SINTE GLESKA UNIVERSITY
Institute of Technologies
OFFICE TECHNOLOGY**

STATUS SHEET

NAME:	ID NUMBER:
ADDRESS:	PHONE:
EMAIL:	UPDATED:

ONE YEAR CERTIFICATE OFFICE TECHNOLOGY

<u>COURSE NUMBER & TITLE</u>	<u>HR. YR. GRADE</u>	<u>NOTES:</u>
__CE 107 Computer Essentials	3 _____	
__MA 120 Math Essentials	3 _____	
__EN 101 Freshman English I	3 _____	
TOTAL HOURS:	9	

<u>COURSE NUMBER & TITLE</u>	<u>HR. YR. GRADE</u>	<u>NOTES:</u>
__AC 100 Introduction to Accounting	3 _____	
__OE 102 Customer Service	3 _____	
__OE 111 Word Processing	3 _____	
__OE 120 Microsoft Applications- OE 111	3 _____	
__OE 121 Professional Development	3 _____	
__OE 140 Records Management	3 _____	
__OE 190 Internship	3 _____	
TOTAL HOURS:	21	
TOTAL REQUIRED HOURS FOR ONE YEAR CERTIFICATE:	<u>30</u>	

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ONE YEAR CERTIFICATE
OFFICE TECHNOLOGY

FALL SEMESTER-YEAR ONE

MA 120 MATH ESSENTIALS
CE 107 COMPUTER ESSENTIALS
OE 102 CUSTOMER SERVICE
OE 111 WORD PROCESSING
OE 140 RECORDS MANAGEMENT

SPRING SEMESTER-YEAR ONE

AC 100 INTRODUCTION TO ACCOUNTING
OE 120 MICOROSOFT APPLICATIONS
OE 121 PROFESSIONAL DEVELOPMENT
OE 190 INTERNSHIP