

SINTE GLESKA UNIVERSITY
Institute of Technologies
ADMINISTRATIVE OFFICE SPECIALIST
STATUS SHEET

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

A.A.S. ASSOCIATE OF APPLIED SCIENCE
ADMINISTRATIVE OFFICE SPECIALIST

<u>COURSE NUMBER & TITLE</u>	<u>HR. YR. GRADE</u>	<u>NOTES:</u>
__MA 120 Math Essentials	3 _____	
__BA 205 Business Math	3 _____	
__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 _____	
TOTAL HOURS:	25	

<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 210 Database Applications – CE 107	3 _____	
__OE 215 Advanced Word Processing – OE 120	3 _____	
__OE 223 Spreadsheet Applications – CE 107	3 _____	
__OE 245 Administrative Office Management	3 _____	
__OE 256 Accounting Applications – AC 100	3 _____	
__OE 290 Administrative Internship	3 _____	
TOTAL HOURS:	36	

TOTAL REQUIRED HOURS FOR A.A.S. DEGREE: 61

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A.A.S. ASSOCIATE OF APPLIED SCIENCE
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FALL SEMESTER-YEAR ONE

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

SPRING SEMESTER-YEAR ONE

AC 100 INTRODUCTION TO ACCOUNTING
OE 121 PROFESSIONAL DEVELOPMENT
OE 190 INTERNSHIP
OE 120 MICROSOFT APPLICATIONS
EN 101 FRESHMAN ENGLISH I

FALL SEMESTER –YEAR TWO

OE 210 DATABASE APPLICATIONS
EN 102 FRESHMAN ENGLISH II
LL 101 LAKOTA LANGUAGE I
SP 100 SPEECH COMMUNICATIONS
BA 205 BUSINESS MATH

SPRING SEMESTER- YEAR TWO

LS 253 LAKOTA HISTORY & CULTURE
OE 215 ADVANCED WORD PROCESSING
OE 223 SPREADSHEET APPLICATIONS
OE 156 ACCOUNTING APPLICATIONS
OE 245 ADMINISTRATIVE OFFICE MANAGEMENT
OE 290 ADMINISTRATIVE INTERNSHIP