

Associate of Applied Science (AAS)

Office Technology

Core General Requirements

BA 205 Business Math
 EN 101 Freshman English I
 EN 102 Freshman English II
 HS 103 Personal Health & Wellness
 LL 101 Lakota Language I
 LS 253 Lakota History & Culture
 SP 100 Speech Communications

Office Technology Core Requirements

AC 100 Intro to Accounting
 BA 246 Business Communications
 DP 107 Fundamentals of Computers
 DP 120 Advanced Spreadsheets
 DP 155 Database Management
 DP 156 Accounting Applications

OE 111 College Keyboarding
 OE 115 Word Processing I
 OE 120 Calculating Machines
 OE 121 Professional Development
 OE 140 Records Management
 OE 215 Word Processing II
 OE 230 Machine Transcription
 OE 245 Secretarial & Administrative Procedures
 OE 290 Administrative Internship

I = Introduce; R = Reinforce; M = Master

COURSE	Demonstrate professionalism in the workplace	Demonstrate critical thinking and problem-solving skills	Apply ergonomic principles and safe practices when using computer technology	Apply computer skills efficiently and accurately using a variety of computer application programs	Demonstrate interpersonal skills through effective listening and communicating in diverse situations	Demonstrate basic bookkeeping knowledge
AC 100		I				R M
BA 246	R	R			I	I
DP 107	I	I	R	R	R	
DP 120		I	I R	M		
DP 155		I	R	M		
DP 156		R	R	R	R	R M
OE 111		I	I	I R		
OE 115		R	R	R		
OE 120		I R	R			R
OE 121	I R	R	R	R	M	
OE 140		I	R	R	M	
OE 215		R	R	R M		
OE 230		I R	R	I R	M	
OE 245	R	R	R	M	M	R

**Associate of Applied Science (AAS)
Office Technology**

OE 290	M	M	M	M	M	M
--------	---	---	---	---	---	---