

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

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

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| ONE YEAR CERTIFICATE DATA ENTRY TECHNICIAN |
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| <u>COURSE NUMBER & TITLE</u> | <u>HR. YR. GRADE</u> | <u>NOTES:</u> |
|-----------------------------------|----------------------|---------------|
| __MA 120 Math Essentials | 3 _____ | |
| __EN 101 Freshman English I | 3 _____ | |
| __CE 107 Computer Essentials | 3 _____ | |
| __LS 253 Lakota History & Culture | 3 _____ | |
| TOTAL HOURS: | 12 | |

| <u>COURSE NUMBER & TITLE</u> | <u>HR. YR. GRADE</u> | <u>NOTES:</u> |
|--|----------------------|---------------|
| __DE 100 Basic Spreadsheet Applications | 3 _____ | |
| __DE 105 Introduction to Data Management | 3 _____ | |
| __OE 111 Word Processing | 3 _____ | |
| __OE 120 Microsoft Applications-preq: OE 111 | 3 _____ | |
| __OE 121 Professional Development | 3 _____ | |
| __DE 130 Internship/Data Entry Technician | 3 _____ | |
| TOTAL HOURS: | 18 | |

**TOTAL REQUIRED HOURS FOR
ONE YEAR CERTIFICATE: 30**