

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	4	_____
___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:	26	

<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: 62