

**VOCATIONAL EDUCATION DEPARTMENT
ASSOCIATE OF APPLIED SCIENCE IN OFFICE TECHNOLOGY**

1. GENERAL EDUCATION CORE (18 credits)	Where Taken	Date	Grade
Engl 103* Freshman English I	3	_____	_____
Engl 113* Freshman English II	3	_____	_____
SpCm 103 Speech Communications	3	_____	_____
OMath 113* Occupational Math	3	_____	_____
OEd 103 Computer Basics	3	_____	_____
Social Science Elective	3	_____	_____
2. LAKOTA STUDIES (6 credits)			
Lak 103 Lakota Language I (or higher)	3	_____	_____
LSoc 103 Lakota Culture OR			
LHist 203* Lakota History I	3	_____	_____
3. PROFESSIONAL REQUIREMENTS (42 credits)			
CS 103 Ethics in the Workplace	3	_____	_____
OEd 143* Concepts of Database Management	3	_____	_____
OEd 123* Word Processing I	3	_____	_____
OEd 133 Records Management	3	_____	_____
MIS 143* Introduction to Spreadsheets	3	_____	_____
OEd 153 Professional Development	3	_____	_____
OEd 173* Dictation/Transcription	3	_____	_____
OEd 243* Office Management, Security & Safety	3	_____	_____
OEd 253* Word Processing II	3	_____	_____
OEd 283 Keeping Financial Records	3	_____	_____
OEd 293* Record Keeping Application Software	3	_____	_____
Professional Elective (must be a 200	3	_____	_____
Professional Elective level or higher)	3	_____	_____
OTech 273* Office Technology Internship	3	_____	_____
	Total Credits: 66		

2017-2018 Catalog