

**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 <b>OR</b>		
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**