

**ASSOCIATE OF APPLIED SCIENCE
OFFICE TECHNOLOGY**

GENERAL EDUCATION REQUIREMENTS

ENGL 100	Applied English or higher	3 cr.
COMM 100	Applied Communications or higher	3 cr.
MATH 101	Pre-Algebra or higher.....	3 cr.
PSYC 100	Psychology of Student Success	3 cr.
SOC 100	Job Seeking Skills.....	2 cr.
NAS 101	Lakota/Dakota Language I.....	4 cr.
SOC 210	Chemical Dependency I.....	3 cr.
HEALTH/PHYSICAL EDUCATION		2 cr.
Any two (2) one-hour courses or any one (1) two-hour course		
CSCI 101	Introduction to Computer Applications	3 cr.
Total General Education		26 credits

CORE REQUIREMENTS

BAD 201	Principles of Accounting I.....	3 cr.
BAD 212	Conflict Resolution.....	3 cr.
OT 102	Word Processing I	3 cr.
OT 152	Administrative Support Procedures	3 cr.
OT 220	Business Communications.....	3 cr.
OT 270	Spreadsheets.....	3 cr.
OT 271	Database Management.....	3 cr.
OT 297	Office Systems Internship.....	3 cr.
ELECTIVE	Any Division of Business Course Approved by Advisor	3 cr.
COMPUTER APPLICATION ELECTIVES - (SELECT A TOTAL OF 12 CREDIT HOURS)		
CIS 167 & 168	Windows Operating Systems I & II.....	2 cr.
CSCI 120	Survey of Computer Information Systems	3 cr.
OT 262	Word Processing II.	3 cr.
OT 265	Desktop Publishing	3 cr.
OT 274	Telecommunications.....	3 cr.
Total Core Requirements		39 credits

TOTAL DEGREE REQUIREMENTS65 CREDITS