

One Year Certificate Office Technology

General Core Requirements

BA 205 Business Math
 EN 101 Freshman English I
 HS 103 Personal Health & Wellness
 LS 253 Lakota History & Culture

Office Technology Core Requirements

DP 107 Fundamentals of Computers
 OE 111 College Keyboarding
 OE 120 Calculating Machines
 OE 121 Professional Development
 OE 140 Records Management
 OE 190 Internship/General Office

I = Introduce; R = Reinforce; M = Master

COURSE	Demonstrate professionalism in the workplace	Demonstrate critical thinking and problem-solving skills	Apply ergonomic principles and safe practices when using computer technology	Apply computer skills efficiently and accurately using a variety of computer application programs	Demonstrate interpersonal skills through effective listening and communicating in diverse situations	Demonstrate basic bookkeeping knowledge
DP 107	I	I	R	R	R	
OE 111		I	I	I R		
OE 120		I R	R			R
OE 121	I R	R	R	R	M	
OE 140		I	R	R	M	
OE 190	M	M	M	M	M	M