

**SINTE GLESKA UNIVERSITY  
Institute of Technologies  
DATA ENTRY TECHNICIAN  
STATUS SHEET**

<b>NAME:</b>	<b>ID NUMBER:</b>
<b>ADDRESS:</b>	<b>PHONE:</b>
<b>EMAIL:</b>	<b>UPDATED:</b>

<b>ONE YEAR CERTIFICATE DATA ENTRY TECHNICIAN</b>
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<u>COURSE NUMBER &amp; TITLE</u>	<u>HR. YR. GRADE</u>	<u>NOTES:</u>
__MA 120 Math Essentials	4 _____	
__EN 101 Freshman English I	3 _____	
__CE 107 Computer Essentials	3 _____	
__LS 253 Lakota History & Culture	3 _____	
<b>TOTAL HOURS:</b>	<b>13</b>	

<u>COURSE NUMBER &amp; TITLE</u>	<u>HR. YR. GRADE</u>	<u>NOTES:</u>
__DE 100 Basic Spreadsheet Applications	3 _____	
__DE 105 Introduction to Data Management	3 _____	
__OE 111 Word Processing	3 _____	
__OE 120 Microsoft Applications-preq: OE 111	3 _____	
__OE 121 Professional Development	3 _____	
__DE 130 Internship/Data Entry Technician	3 _____	
<b>TOTAL HOURS:</b>	<b>18</b>	
<b>TOTAL REQUIRED HOURS FOR ONE YEAR CERTIFICATE:</b>	<b><u>31</u></b>	