

OFFICE TECHNOLOGY

Sitting Bull College offers students seeking training in Office Technology one and two year programs.

Students who successfully complete a two-year program earn either an Associate of Science degree or an Associate in Applied Science degree. Those who successfully complete a one-year program earn a Nine-Month Certificate of completion and proficiency.

This curriculum is designed for students to learn a wide variety of communication, business, keyboarding, and technological skills. Emphasis is placed on various applications of the microcomputer including keyboarding, word processing, desktop publishing, spreadsheets, electronic presentations, database management, and World Wide Web research.

Placement includes working in a wide variety of offices, such as, sales offices, banks, government agencies, educational institutions, insurance companies, or law offices.

ASSOCIATE OF SCIENCE OFFICE TECHNOLOGY

GENERAL EDUCATION REQUIREMENTS

ENGL 110	English I.....	3 cr.
ENGL120	English II.....	3 cr.
COMM 110	Speech.....	3 cr.
MATH 102	Intermediate Algebra or higher	4 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.
HUMANITIES or SOCIAL & BEHAVIORAL SCIENCE.....		3 cr.
Select any one (1) course from: Arts, English, History, Humanities, Literature, Music, Native American Studies, Philosophy, Anthropology, Criminal Justice, Economics, Geography, Human Services, Political Science, Psychology, and Sociology		
HEALTH/PHYSICAL EDUCATION		2 cr.
Any two (2) one-hour courses or any one (1) two-hour course		
LABORATORY SCIENCE		4 cr.
CSCI 101	Introduction to Computer Applications	3 cr.
Total General Education		37 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 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 9 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 Requirements33 credits

TOTAL DEGREE REQUIREMENTS70 CREDITS