

## Information Technology Department

Oglala Lakota College

Date: 20 July 2008

To: Students, Center Staff, Advisors

From: IT Department

Subject: **Updated status sheet for AAS Degree in Office Application Software**

Attached you will find the status sheet for a new degree offering from the Information Technology Department.

We have replaced the AAS in Business Computers with the attached AAS in Office Software Applications. Also attached is a document which shows the changes from the old degree to the new degree. The new degree is very similar to the business computers degrees. However, there have been some curriculum changes:

- The social science requirement is now elective of any social science course.

Courses deleted from the Business Computers include:

IT 203 Programming

IT 290a Internship

IT 290b Internship

Courses added to the new degree, Office Software Applications include:

IT 103 Theory of Computational Devices

SCI 113 Technical Writing

MIS 193 Fundamentals of Computer Publishing.

The professional electives have been changed to give the student more flexibility in choosing his/her own electives. The student may now choose 6 credits from any of the IT, MIS, OED or Bad classes as long as the student has met the prerequisite requirements.

If you have any questions on this degree please feel free to contact me.

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**INFORMATION TECHNOLOGY DEPARTMENT**  
**Associate of Applied Science in Office Software Applications**  
 (Updates and Replaces the A.A.S. Degree in Business Computers)  
 (Terminal Vocational Degree)

<b>CORE REQUIREMENTS (18 credits)</b>	<b>Cr Hrs</b>	<b>Where Taken</b>	<b>Date</b>	<b>Grade</b>
CoSu 103* College Success	3	_____	_____	_____
Engl 103* Freshman English I	3	_____	_____	_____
Engl 113* Freshman English II	3	_____	_____	_____
SpCm 103 Speech Communication	3	_____	_____	_____
Math 103* Elementary Algebra (or higher)	3	_____	_____	_____
_____ Social Science Elective	3	_____	_____	_____
 <b>LAKOTA STUDIES REQUIREMENTS (6 credits)</b>				
Lak 103 Lakota Language I	3	_____	_____	_____
_____ Lakota Studies Elective	3	_____	_____	_____
 <b>PROFESSIONAL REQUIREMENTS (30 credits)</b>				
IT 103 Theory of Computational Devices	3	_____	_____	_____
OEd 103 Keyboarding	3	_____	_____	_____
MIS 113 Applied Information Processing	3	_____	_____	_____
OEd 123* Word Processing I	3	_____	_____	_____
SCI 113 Technical Writing	3	_____	_____	_____
MIS 143* Introduction to Spreadsheets	3	_____	_____	_____
IT 153* Survey of Operating Systems	3	_____	_____	_____
MIS 193* Fundamentals of Computer Publishing	3	_____	_____	_____
MIS 243* Data Base Applications & Design	3	_____	_____	_____
IT 273* Business Information Systems Management	3	_____	_____	_____
 <b>PROFESSIONAL ELECTIVES (6 credits)</b>				
Choose two courses				
(Any 100 – 200 level IT, MIS, OEd, BAd courses)				
_____	3	_____	_____	_____
_____	3	_____	_____	_____
	<b>60</b>	<b>Credit Hours Total</b>		

# INFORMATION TECHNOLOGY DEPARTMENT

## Associate of Applied Science in Office Software Applications

Office Software Applications compared to Business Computers AAS Degree

### **AAS in Office Software Applications**

#### **CORE REQUIREMENTS (18 credits)**

CoSu 103*	College Success	3
Engl 103*	Freshman English I	3
Engl 113*	Freshman English II	3
SpCm 103	Speech Communication	3
Math 103*	Elementary Algebra (or higher)	3
_____	Social Science Elective	3

#### **LAKOTA STUDIES REQUIREMENTS (6 credits)**

Lak 103	Lakota Language I	3
_____	Lakota Studies Elective	3

#### **PROFESSIONAL REQUIREMENTS (30 credits)**

IT 103	Theory of Computational Devices	3
OEd 103	Keyboarding	3
MIS 113	Applied Information Processing	3
OEd 123*	Word Processing I	3
SCI 113	Technical Writing	3
MIS 143*	Introduction to Spreadsheets	3
IT 153*	Survey of Operating Systems	3
MIS 193*	Fundamentals of Computer Publishing	3
MIS 243*	Data Base Applications & Design	3
IT 273*	Business Information Systems Management	3

### **AAS in Business Computers**

#### **Notes about degree changes**

Now an elective

Added course

Added course

Added course

#### **Removed courses**

- IT 203 Programming is removed \*
- IT 290a Internship is removed \*
- IT 290b Internship is removed \*

#### **PROFESSIONAL ELECTIVES (6 credits)**

Choose two courses  
(Any 100 – 200 level IT, MIS, OEd, BAd courses)

_____	3
_____	3

#### **Removed courses**

- Oed243 Office Mgt., Security & Safety is removed \*
- Acct 203 Princ of Accounting I is removed
- BAd 133 Intro to Business is removed \*
- BAd 243 Business Law is removed \*
- BAd 103 Principles of Management is removed \*

**60            Credit Hours Total**

\* Removed courses may be applied to the AAS Degree in Office Software Applications as an elective. The Professional Electives section will accept course with an IT, MIS, OEd or BAd department prefix.