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**NUETA HIDATSA SAHNISH COLLEGE**

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MANDAN HIDATSA ARIKARA NATION

**Major: Administrative Assistant (2016-17 Bulletin)**  
**Certificate of Completion**  
**Required Credit Hours: 42**

STUDENT: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

ADVISOR: \_\_\_\_\_

AREA/COURSE	Credits	TERM	GRADE
<b>General Education Requirements</b>	<b>11</b>		
BOTE 210-Business Communications	3		
NAS 201-History of the TAT	3		
MA 101 or higher	3		
PSY 100-Psychology of Student Success	1		
ASMT 200-Assessment of Student Learning	1		
<b>Core Requirements</b>	<b>31</b>		
ACCT 220-Accounting I	3		
BOTE 102-Keyboarding I	3		
BOTE 152-Keyboarding II	3		
BOTE 188-Computerized Accounting	3		
BOTE 202-Keyboarding III	3		
BOTE 217-Records Management	2		
BOTE 247-Spreadsheets	3		
BOTE 257-Introduction to Database Management	3		
BOTE 275-Office Procedures	3		
BOTE 297-Business Internship	2		
BOTE 147-MS Word	3		

**F – Fall; SP-Spring; SU-Summer**