



Name _____

Test Scores _____ R _____ W _____ M _____

ID # _____

Administrative Office Technology Associate Degree – 5204027039

Formerly was Office System Technology

General Education Courses

Technical Core

ENG 101 – Writing I	OST 105 —Introduction to Information Systems
MATH —MAT 105, MAT 110, or higher level Quantitative Reasoning (Math) course	OST 215 —Office Procedures
HERITAGE or HUMANITIES	OST 110 Document Formatting and Word Processing
NATURAL SCIENCE	OST 160 Records and Database Management
SOCIAL & BEHAVIORAL SCIENCE	OST 210 Advanced Word Processing Application
ORAL COMMUNICATIONS	OST 240 Software Integration
	OST 235 Business Communications
	OST 275 Office Management

ADMINISTRATIVE 520402701	DESKTOP PUBLISHING 520402704	FINANCIAL ASSISTANT 520402703	LEGAL Administrative 520402705
ACT 101 Fundamentals OR Higher Level Accounting Course	OST 130 Typography	ACT 101 Fundamentals or Higher Level Accounting Course	ACT 101 Fundamentals or Higher Level Accounting Course
OST 220 Administrative Office Simulations	OST 215 Office Procedures	ACT 102 Fundamentals of Accounting II or Higher Level Accounting Course	BA 267 Introduction to Business Law
OST 225 Introduction to Desktop Publishing	OST 225 Introduction to Desktop Publishing	OST 279 Computerized Accounting Systems	OST 109 Legal Terminology
OST 295 Office Systems Technology Internship OR COE 199 Coop. Education	OST 295 Office Systems Technology Internship OR COE 199 Coop. Education	OST 295 Office Systems Technology Internship OR COE 199 Coop. Education	OST 221 Legal Office Simulations
CHOOSE TWO COURSES FROM THE FOLLOWING LIST: BAS 160 Introduction to Business BAS 120 Personal Finance ENG 102 Writing II OST 255 Introduction to Business Graphics OST 150 Transcription and Office Technology OST 108 Editing Skills for the Office Professional OST 272 Presentation Graphics OST 250 Advanced Desktop Publishing	OST 250 Advanced Desktop Publishing OST 255 Introduction to Business Graphics OST 272 Presentation Graphics	CHOOSE TWO COURSES FROM THE FOLLOWING LIST: OST 112 Financial Management BAS 160 Introduction to Business OST 225 Introduction to Desktop Publishing BAS 120 Personal Finance OST 213 Business Calculations OST 272 Presentation Graphics ENG 102 Writing II	MIT 103 Medical Office Terminology OR AHS 115 Medical Terminology OR CLA 131 Medical Term. From Greek & Latin