



Test Scores \_\_\_\_\_ R \_\_\_\_\_ W \_\_\_\_\_ M

Name \_\_\_\_\_

ID # \_\_\_\_\_

**Office Systems Technology Associate Degree – 5204027039**

**General Education Courses**

**Technical Core**

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

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