



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

Name \_\_\_\_\_

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

## Administrative Office Technology – Curriculum Information

*Formerly was Office System Technology*

<b>ADMINISTRATIVE 5204023039</b>	<b>BASIC BUSINESS PRESENTATION CERTIFICATE 5204023119</b>	<b>DATA ENTRY OPERATOR 5204023079</b>	<b>DESKTOP PUBLISHING 5204023099</b>	<b>Financial Assistant Clerk 5204023129</b>
<b>ENG 101</b> – Writing I <b>OR OST 108</b> —Editing Skills for Office Professionals	<b>OST 105</b> Introduction to Information Systems	<b>OST 105</b> Introduction to Information Systems	<b>ENG 101</b> – Writing I or <b>OST 108</b> —Editing Skills for Office Professionals	<b>OST 105</b> Introduction to Information Systems
<b>OST 105</b> Introduction to Information Systems	<b>ENG 101</b> – Writing I or <b>OST 108</b> —Editing Skills for Office Professionals	<b>OST 110</b> Document Formatting and Word Processing	<b>MAT 105</b> Or Higher Level Quantitative Reasoning (Math) course <b>or OST 213</b> Business Calculations	<b>ACT 101</b> Fundamentals <b>OR</b> Higher Level Accounting Course
<b>MAT 105</b> Or Higher Level Quantitative Reasoning (Math) course <b>or OST 213</b> Business Calculations	<b>OST 225</b> Introduction to Desktop Publishing		<b>OST 105</b> Introduction to Information Systems	<b>ENG 101</b> – Writing I or <b>OST 108</b> —Editing Skills for Office Professionals
<b>OST 110</b> Document Formatting and Word Processing	<b>OST 255</b> Introduction to Business Graphics		<b>OST 110</b> Document Formatting and Word Processing	<b>OST 110</b> Document Formatting and Word Processing
<b>OST 215</b> Office Procedures	<b>OST 272</b> Presentation Graphics		<b>OST 130</b> Typography	<b>OST 160</b> Records and Database Management
<b>OST 240</b> Software Integration			<b>OST 160</b> Records and Database Management	<b>MAT 105</b> Or Higher Level Quantitative Reasoning (Math) course <b>or OST 213</b> Business Calculations
<b>OST 235</b> Business Communications			<b>OST 225</b> Introduction to Desktop Publishing	
<b>OST 160</b> Records and Database Management			<b>OST 255</b> Introduction to Business Graphics	
<b>ACT 101</b> Fundamentals of Accounting <b>OR</b> Higher Level Accounting Course			<b>OST 272</b> Presentation Graphics	
<b>OST 150</b> Transcription and Office Technology				



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

Name \_\_\_\_\_

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

### **Administrative Office Technology – Curriculum Information**

*Formerly was Office System Technology*

<b>FINANCIAL ASSISTANT TRAINEE 5204023139</b>	<b>FINANCIAL RECORD KEEPER 5204023069</b>	<b>INTEGRATED OFFICE SKILLS 5204023059</b>	<b>LEGAL RECEPTIONIST 5204023149</b>	<b>RECEPTIONIST 5204023089</b>
<b>OST 105</b> Introduction to Information Systems	<b>OST 105</b> Introduction to Information Systems	<b>ENG 101</b> – Writing I or <b>OST 108</b> —Editing Skills for Office Professionals	<b>OST 105</b> Introduction to Information Systems	<b>OST 105</b> Introduction to Information Systems
<b>ACT 101</b> Fundamentals OR Higher Level Accounting Course	<b>ACT 101</b> Fundamentals OR Higher Level Accounting Course	<b>OST 105</b> Introduction to Information Systems	<b>ENG 101</b> – Writing I or <b>OST 108</b> —Editing Skills for Office Professionals	<b>ENG 101</b> – Writing I or <b>OST 108</b> —Editing Skills for Office Professionals
<b>OST 110</b> Document Formatting and Word Processing	Higher Level Accounting Course	<b>OST 110</b> Document Formatting and Word Processing	<b>OST 110</b> Document Formatting and Word Processing	<b>OST 160</b> Records and Database Management
<b>MAT 105</b> OR Higher Level Quantitative Reasoning (Math) course or <b>OST 213</b> Business Calculations	<b>ENG 101</b> – Writing I or <b>OST 108</b> —Editing Skills for Office Professionals	<b>OST 160</b> Records and Database Management	<b>OST 160</b> Records and Database Management	<b>OST 110</b> Document Formatting and Word Processing
	<b>OST 110</b> Document Formatting and Word Processing	<b>OST 210</b> Advanced Word Processing Application	<b>OST 109</b> Legal Terminology	
	<b>OST 112</b> Financial Management or Course Approved by Program Coordinator	<b>OST 215</b> Office Procedures		
	<b>OST 160</b> Records and Database Management	<b>OST 240</b> Software Integration		
	<b>MAT 105</b> OR Higher Level Quantitative Reasoning (Math) course or <b>OST 213</b> Business Calculations			
	<b>OST 215</b> Office Procedures			
	<b>OST 240</b> Software Integration			