



Test Scores _____ R _____ W _____ M

Name _____
ID # _____

Office Systems Technology Certificate – Curriculum Information

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



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Office Systems Technology Certificate – Curriculum Information

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