



Name _____

Test Scores _____ R _____ W _____ M _____

ID # _____

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Administrative Office Technology Diplomas— Curriculum Information

Formerly was Office System Technology

General Education Courses

Technical Core

ENG 101 – Writing I OR OST 108 —Editing Skills for Office Professionals	OST 105 —Introduction to Information Systems
MAT 105 Or Higher Level Quantitative Reasoning (Math) course or OST 213 Business Calculations	OST 110 Document Formatting and Word Processing
	OST 160 Records and Database Management
	OST 215 —Office Procedures
	OST 240 Software Integration

Options

ADMINISTRATIVE ASSISTANT 5204024019	DESKTOP PUBLISHING SPECIALIST 5204024029	FINANCIAL ASSISTANT 5204024049	Legal Office Assistant 5204024059	OFFICE ASSISTANT 5204024039
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 210 Advanced Word Processing Application
OST 210 Advanced Word Processing Application	OST 210 Advanced Word Processing Application	ACT 102 Fundamentals OR Higher Level Accounting Course	BA 267 Introduction To Business Law	OST 235 Business Communications
OST 225 Introduction to Desktop Publishing	OST 225 Introduction to Desktop Publishing	ACT 279 Computerized Accounting Systems	OST 109 Legal Terminology	
OST 235 Business Communications	OST 235 Business Communications		OST 221 Legal Office Simulations	
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 295 Office Systems Technology Internship OR COE 199 Coop. Education	OST 295 Office Systems Technology Internship OR COE 199 Coop. Education
CHOOSE TWO COURSES FROM THE FOLLOWING LIST: BAS 160 Introduction to Business ENG 102 Writing II BAS 120 Personal Finance OST 255 Introduction to Business Graphics OST 150 Transcription and Office Technology OST 108 —Editing Skills for Office Professionals 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: BAS 160 Introduction to Business ENG 102 Writing II BAS 120 Personal Finance OST 255 Introduction to Business Graphics OST 150 Transcription and Office Technology OST 108 —Editing Skills for Office Professionals OST 272 Presentation Graphics OST 250 Advanced Desktop Publishing	OST 235 Business Communications CHOOSE TWO COURSES FROM THE FOLLOWING LIST: BAS 160 Introduction to Business ENG 102 Writing II BAS 120 Personal Finance ENG 102 Writing II BAS 160 Introduction to Business ENG 102 Writing II BAS 120 Personal Finance OST 255 Introduction to Business Graphics OST 150 Transcription and Office Technology OST 255 Introduction to Business Graphics OST 150 Transcription and Office Technology OST 108 —Editing Skills for Office Professionals OST 272 Presentation Graphics OST 250 Advanced Desktop Publishing	CHOOSE TWO COURSES FROM THE FOLLOWING LIST: BAS 160 Introduction to Business ENG 102 Writing II BAS 120 Personal Finance OST 255 Introduction to Business Graphics OST 150 Transcription and Office Technology OST 108 —Editing Skills for Office Professionals OST 272 Presentation Graphics OST 250 Advanced Desktop Publishing