



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
ACT 101 Fundamentals OR Higher Level Accounting Course
OST 220 Administrative Office Simulations
OST 225 Introduction to Desktop Publishing
OST 295 Office Systems Technology Internship OR COE 199 Coop. Education
CHOOSE <u>TWO</u> 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 the Office Professional
OST 272 Presentation Graphics
OST 250 Advanced Desktop Publishing