



Name \_\_\_\_\_

Test Scores \_\_\_\_\_R\_\_\_\_\_W\_\_\_\_\_M

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

**Administrative Office Technology Associate Degree – 5204027039**

*Formerly was Office System Technology*

**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>LEGAL Administrative 520402705</b>
<b>ACT 101</b> Fundamentals or Higher Level Accounting Course
<b>BA 267</b> Introduction to Business Law
<b>OST 109</b> Legal Terminology
<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