



Test Scores _____ R _____ W _____ M

Name _____

ID # _____

Administrative Office Technology – Curriculum Information

*Formerly was Office System Technology
Certificates*

ADMINISTRATIVE 5204023039
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 215 Office Procedures
OST 240 Software Integration
OST 235 Business Communications
OST 160 Records and Database Management
ACT 101 Fundamentals of Accounting OR Higher Level Accounting Course
OST 150 Transcription and Office Technology