



Test Scores _____R_____W_____M

Name _____
ID # _____

Administrative Office Technology – Curriculum Information

*Formerly was Office System Technology
Certificates*

Financial Assistant Cler 5204023129
OST 105 Introduction to Information Systems
ACT 101 Fundamentals OR Higher Level Accounting Course
ENG 101 – Writing I or OST 108 —Editing Skills for Office Professionals
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