



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

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

## **Administrative Office Technology – Curriculum Information**

*Formerly was Office System Technology  
Certificates*

<b>FINANCIAL RECORD KEEPER</b> <b>5204023069</b>
<b>OST 105</b> Introduction to Information Systems
<b>ACT 101</b> Fundamentals <b>OR</b> Higher Level Accounting Course
Any Higher Level Accounting Course
<b>ENG 101</b> – Writing I or <b>OST 108</b> —Editing Skills for Office Professionals
<b>OST 110</b> Document Formatting and Word Processing
<b>OST 112</b> Financial Management or Course Approved by Program Coordinator
<b>OST 160</b> Records and Database Management
<b>MAT 105</b> or Higher Level Quantitative Reasoning (Math) course <b>or OST 213</b> Business Calculations
<b>OST 215</b> Office Procedures
<b>OST 240</b> Software Integration