



Test Scores \_\_\_\_\_ R \_\_\_\_\_ W \_\_\_\_\_ M

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

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

*Formerly was Office System Technology  
Certificates*

<b><i>INTEGRATED OFFICE SKILLS 5204023059</i></b>
<b>ENG 101</b> – Writing I or <b>OST 108</b> —Editing Skills for Office Professionals
<b>OST 105</b> Introduction to Information Systems
<b>OST 110</b> Document Formatting and Word Processing
<b>OST 160</b> Records and Database Management
<b>OST 210</b> Advanced Word Processing Application
<b>OST 215</b> Office Procedures
<b>OST 240</b> Software Integration