



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

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

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

*Formerly was Office System Technology  
Certificates*

<b>LEGAL RECEPTIONIST</b> <b>5204023149</b>
<b>OST 105</b> Introduction to Information Systems
<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 160</b> Records and Database Management
<b>OST 109</b> Legal Terminology