



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

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

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

*Formerly was Office System Technology  
Certificates*

<b>RECEPTIONIST</b> <b>5204023089</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 160</b> Records and Database Management
<b>OST 110</b> Document Formatting and Word Processing