



Name _____

Test Scores _____ R _____ W _____ M _____

ID # _____

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Administrative Office Technology Diplomas– Curriculum Information

Formerly was Office System Technology

General Education Courses

Technical Core

ENG 101 – Writing I OR OST 108 —Editing Skills for Office Professionals	OST 105 —Introduction to Information Systems
MAT 105 Or Higher Level Quantitative Reasoning (Math) course or OST 213 Business Calculations	OST 110 Document Formatting and Word Processing
	OST 160 Records and Database Management
	OST 215 —Office Procedures
	OST 240 Software Integration

Options

ADMINISTRATIVE ASSISTANT 5204024019
ACT 101 Fundamentals OR Higher Level Accounting Course
OST 210 Advanced Word Processing Application
OST 225 Introduction to Desktop Publishing
OST 235 Business Communications
OST 295 Office Systems Technology Internship OR COE 199 Coop. Education
CHOOSE TWO COURSES FROM THE FOLLOWING LIST: BAS 160 Introduction to Business ENG 102 Writing II BAS 120 Personal Finance OST 255 Introduction to Business Graphics OST 150 Transcription and Office Technology OST 108 —Editing Skills for Office Professionals OST 272 Presentation Graphics OST 250 Advanced Desktop Publishing