



Name _____

Test Scores _____ R _____ W _____ M _____

ID # _____

ID # _____

Administrative Office Technology Diplomas– Curriculum Information

Formerly was Office System Technology

General Education Courses

Technical Core

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| 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

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|---|
| DESKTOP PUBLISHING SPECIALIST 5204024029 |
| OST 130 Typography |
| OST 210 Advanced Word Processing Application |
| OST 225 Introduction to Desktop Publishing |
| OST 235 Business Communications |
| OST 250 Advanced Desktop Publishing |
| OST 255 Introduction to Business Graphics |
| OST 272 Presentation Graphics |
| OST 220 Administrative Office Simulations OR OST 295 Office Systems Technology Internship OR COE 199 Coop. Education |