Office Systems Technology Diploma – Curriculum Information

General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>Writing I OR OST 108—Editing Skills for Office Professionals</td>
</tr>
<tr>
<td>MAT 105</td>
<td>OR Higher Level Quantitative Reasoning (Math) course OR OST 213 Business Calculations</td>
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</tbody>
</table>

Technical Core

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 105</td>
<td>Introduction to Information Systems</td>
</tr>
<tr>
<td>OST 110</td>
<td>Document Formatting and Word Processing</td>
</tr>
<tr>
<td>OST 160</td>
<td>Records and Database Management</td>
</tr>
<tr>
<td>OST 215</td>
<td>Office Procedures</td>
</tr>
<tr>
<td>OST 240</td>
<td>Software Integration</td>
</tr>
</tbody>
</table>

Options

<table>
<thead>
<tr>
<th>Administrative Assistant</th>
<th>Desktop Publishing Specialist</th>
<th>Financial Assistant</th>
<th>Legal Office Assistant</th>
<th>Office Assistant</th>
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<tbody>
<tr>
<td>5204024019</td>
<td>5204024029</td>
<td>5204024049</td>
<td>5204024059</td>
<td>5204024039</td>
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</tbody>
</table>

**ACT 101**
- Fundamentals OR Higher Level Accounting Course

**OST 130** Typography

**ACT 101**
- Fundamentals OR Higher Level Accounting Course

**OST 105**
- Introduction to Information Systems

**OST 110**
- Document Formatting and Word Processing

**OST 160**
- Records and Database Management

**OST 215**
- Office Procedures

**OST 240**
- Software Integration

**CHOOSE THREE 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 108—Editing Skills for Office Professionals
- OST 272 Presentation Graphics
- OST 295 Office Systems Technology Internship OR COE 199 Coop. Education

**CHOOSE THREE 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 108—Editing Skills for Office Professionals
- OST 272 Presentation Graphics
- OST 295 Office Systems Technology Internship OR COE 199 Coop. Education
- OST 235 Business Communications

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**Revised Spring 2015**
Name ______________________

Test Scores _____ R _____ W _____ M

ID # __________________________

ID # __________________________