



**Administrative Office Technology
Data Entry Operator
Certificate**

Academic Plan Code 5204023079

Contact Information: Tiffinee Morgan			
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Student Name		Student ID#	
Course	Hours	Grade	Semester
OST 105 Introduction to Information Systems	3		
OST 110 Document Formatting and Word Processing	3		
Total Credits	6		
		Revised Date: 10/13/2015	

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KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM

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First Semester

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