



Administrative Office Technology  
Receptionist  
Certificate

Academic Plan Code 5204023089

Contact Information: Tiffinee Morgan

[Tiffinee.Morgan@kctcs.edu](mailto:Tiffinee.Morgan@kctcs.edu) 270-534-3397

Student Name Student ID#

Course Hours Grade Semester

OST 105 Introduction to Information Systems 3

ENG 101 Writing I OR 3

OST 108 Editing Skills for the Office Professional (3)

OST 110 Document Formatting and Word Processing 3

OST 160 Records and Database Management 3

**Total Credits 12**

Revised Date: 10/13/2015

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WKCTC curriculum guides only include courses offered at WKCTC. Please refer to the KCTCS Catalog for a complete list of courses accepted for this credential.

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Receptionist  
Certificate**

**Academic Plan Code****5204023089****First Semester**

Course No.	Course Title	Credit Hours
OST 105	Introduction to Information Systems	3
ENG 101	Writing I OR	3
OST 108	Editing Skills for the Office Professional	(3)
OST110	Document Formatting and Word Processing	3
OST 160	Records and Database Management	3
<b>Total Hours</b>		<b>12</b>