



**Administrative Office Technology
Receptionist
Certificate**

Academic Plan Code

5204023089

Contact Information: Tiffinee Morgan			
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 Word Processing Applications	3		
OST 160 Records and Database Management	3		
Total Credits	12		
		Revised Date: 3/12/2021	

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

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