

## Administrative Office Technology (curriculum effective Jan. 2016) Receptionist Certificate

Academic Plan Code: **5204023089**

Name	Student ID Number	Date Entered:	
Address	Phone:	Proposed Graduation Date:	
	Email:		
<b>Student Signature:</b>		Date:	
<b>Advisor Signature:</b>		Date:	

Remedial Courses As Needed	Grade	Semester Taken
010 RDG / 020 RDG / 030 RDG Reading Courses		
ENC090 - Foundations of College Writing I		
ENC091 - Foundations of College Writing II		
MT55 - Pre-Algebra		
MT65 - Elementary Algebra		

**Advisor:** Robert Smith  
 Program Coordinator  
 Office Systems Technology  
 Technology Center Office No. 124  
 P. O. Box 2100, 720 North Drive  
 Hopkinsville, KY 42241-2100  
 (270) 707-3892

General Education Courses	Credit Hours	Grade	Semester Taken
ENG101 - Writing I or OST 108	3		
<b>Total Gen. Ed. Semester Hours</b>	3		

Office Systems Technology Courses Receptionist Certificate	Credit Hours	Grade	Semester Taken
CIT 105 - Intro. To Computer Applications	3		
OST110 - Document Formatting and Word Processing	3		
OST160 - Database and Records Management	3		
<b>Total Office Systems Tech. Semester Hours</b>	9		

<b>Total Semester Hours Required for Certificate</b>	<b>12</b>
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