

LEGAL RECEPTIONIST - CERTIFICATE

Offered at: Maysville Community and Technical College

Program Plan Number: 5204023149

May be available completely online. Please check with your academic advisor.

Course	Title	Credits
OST 105	Introduction to Information Systems	3
OST 108	Editing Skills for Office Professionals	3
or ENG 101	Writing I	
OST 109	Legal Terminology	3
OST 110	Word Processing Applications	3
OST 160	Records and Database Management	3
Total Credits		15