

LEGAL RECEPTIONIST - CERTIFICATE

Offered at: Bluegrass Community and Technical College, Elizabethtown Community and Technical College, Maysville Community and Technical College

Program Plan Number: 5204023149

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

Curriculum Effective Spring Semester

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