

# RECEPTIONIST - CERTIFICATE

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**Offered at:** Big Sandy Community and Technical College, Bluegrass Community and Technical College, Elizabethtown Community and Technical College, Hopkinsville Community College, Jefferson Community and Technical College, Maysville Community and Technical College, Owensboro Community and Technical College, West Kentucky Community and Technical College

**Program Plan Number:** 5204023089

**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<br>or ENG 101 | Editing Skills for Office Professionals<br>Writing I | 3         |
| OST 110               | Word Processing Applications                         | 3         |
| OST 160               | Records and Database Management                      | 3         |
| <b>Total Credits</b>  |  | <b>12</b> |