Receptionist Certificate

Academic Plan Code: 5204023089

Name	Student ID Number	Date Entered:
Address	Phone:	Proposed Graduation Date:
	Email:	
	Student Signature:	Date:
	Advisor Signature:	Date:

Remedial Courses As Needed	Grade	Semester Taken
010 RDG / 020 RDG / 030 RDG Reading Courses		
ENC 90 - Foundations of College Writing I		
ENC 91 - Foundations of College Writing II		
MAT 55 - Pre-Algebra		
MAT 65 - Elementary Algebra		

Advisor: Robert Smith
Program Coordinator
Office Systems Technology
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Hopkinsville, KY 42241-2100
(270) 707-3892

Email: rsmith0527@kctcs.edu

General Education Courses	Credit Hours	Grade	Semester Taken
ENG101 - Writing I	3		
Total Gen. Ed. Semester Hours	3		

Office Systems Technology Courses Receptionist Certificate	Credit Hours	Grade	Semester Taken
CIT 105 - Introduction to Computers	3		
OST 110 - Document Formatting and Word Processing	3		
OST 160 - Database and Records Management	3		
Total Office Systems Tech. Semester Hours	9		

Total Semester Hours Required for Certificate	12