

<b>Name:</b>	<b>Student ID#:</b>
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**CERTIFICATE IN RECEPTIONIST – 5204023089**

<b>Required Courses</b>	<b>Credit</b>	<b>Grade</b>	<b>Complete</b>
OST 105    Introduction to Information Systems	3		
OST 108    Editing Skills for the Office Professional <b>OR</b>	3		
ENG 101    Writing I	(3)		
OST 160    Records and Database Management	3		
OST 110    Document Formatting and Word Processing	3		
<b>Total Credits</b>	<b>12</b>		

<b>NOTES:</b>

Requirements taken from 2015-16 KCTCS Catalog