



**Administrative Office Technology  
Certificate – Legal Receptionist 5204024059**

Program Coordinator: Jamie Clark

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Program Website: <https://bluegrass.kctcs.edu/education-training/program-finder/administrative-office-technology.aspx>

Student Name:

Student ID:

*Students need to be at KCTCS placement levels for all courses*

First Semester	Credits	Term	Grade	Prereqs/Notes
OST 105 Intro to Information Systems	3			This is the required Digital Literacy for AOT
ENG 101 Writing I OR OST 108 Editing Skills for the Office Professional	3			
OST 110 Document Formatting and Word Processing	3			If student can't type 26 wpm refer to OST 101
OST 160 Records and Database Management	3			
OST 109 Legal Terminology	3			
<b>Total Semester Credit Hours</b>	<b>15</b>			

*Note: 25% of Total Program Credit Hours must be earned at Bluegrass Community and Technical College*

Advisor Name:

Advisor Signature: \_\_\_\_\_

Student Name:

Student Signature: \_\_\_\_\_

Special Instructions: