



2025-2026 Certificate

Certificate: RECEPTIONIST (61-106-3)

Credits: 12 Credits

Description: Students who follow this Career Pathway will perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers. The students' occupation could be Administrative Assistant, Administrative Associate, Administrative Secretary, Administrative Specialist, Administrative Technician, Clerk Typist, Department Secretary, Office Assistant, Secretary, and Staff Assistant.

Related Program: Administrative Professional

The sequence shown is the recommended path to completion. Courses will be scheduled in the terms indicated here.
All courses should be taken in the order shown to help you stay on track and graduate according to your academic plan.
Courses in this program may be offered in a variety of combinations of formats (for example: in-person, video conferencing, online, etc.).

REQUIRED COURSES

NOTE: Prerequisites (prereq- before/ coreq-with)

O = Online, F=Fall, S=Spring, SU=Summer

✓	Term One	Cr.	Prerequisite	Corequisite	O
	106-021 Business Office Fundamentals	3			F
	106-028 Office Technologies Essentials	3			F
	106-137 Keyboarding Applications	3			F
✓	Term Two	Cr.			
	106-024 Professionalism in Business	3			S
	Total Credits	12			

Students who are interested in continuing into the 10-106-6 Administrative Professional program can earn their associate degree by completing an additional 48 credits.

Please see your academic advisor for details.

NOTE: Students must complete the certificate program with a cumulative GPA of 2.0 or above.