



# 2020-2021 Certificate

**Certificate:**                    **RECEPTIONIST (61-106-3)**

**Credits:**                        **12 Credits**

**Description:**                Students who follow this Career Pathway will perform routine clerical and administrative functions such 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

**Campuses Available:**      Kenosha Campus and Online

## REQUIRED COURSES

	<b><u>Semester One</u></b>	<b><u>Credits</u></b>	<b><u>Prerequisite</u></b>	<b><u>Corequisite</u></b>
✓	106-137 Keyboarding Applications	3		
<input type="checkbox"/>	106-028 Office Technologies Essentials	3		
<input type="checkbox"/>	106-021 Business Office Fundamentals	3		
<input type="checkbox"/>				
<input type="checkbox"/>				
✓	<b><u>Semester Two</u></b>	<b><u>Credits</u></b>	<b><u>Prerequisite</u></b>	<b><u>Corequisite</u></b>
<input type="checkbox"/>	106-024 Professionalism in Business	3		
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<b>Total Credits</b>		<b>12</b>		

Students who are interested in continuing into the 10-106-6 Administrative Professional program can earn their associate degree by completing an additional 51 credits.

Please see your academic advisor for details.

NOTE: Students must complete a certificate program with a minimum of a 2.0 Program GPA.