



2021-2022 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

	<u>Semester One</u>	<u>Credits</u>	<u>Prerequisite</u>	<u>Corequisite</u>
✓	106-137 Keyboarding Applications	3		
☐	106-028 Office Technologies Essentials	3		
☐	106-021 Business Office Fundamentals	3		
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✓	<u>Semester Two</u>	<u>Credits</u>	<u>Prerequisite</u>	<u>Corequisite</u>
☐	106-024 Professionalism in Business	3		
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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 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.