

OFFICE RECEPTIONIST

(CRT.OFREC) CERTIFICATE

Students will be trained for an entry level office position. They will complete coursework in Microsoft Office software, keyboarding, document formatting, and accounting. Students will also develop interpersonal and communication skills. All courses apply toward one of the Office Assistant degrees.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR

First Semester

		Hours
BUS-114	Advanced Formatting *	3.0
BUS-094	Business Math	3.0
CIS-160	Practical Software Application	3.0
CIS-058	Specialized Software Applications	3.0
BUS-141	Business Communications	3.0
	SEMESTER TOTALS	15.0

Second Semester

BUS-115	Processing Information * +++	3.0
BUS-060	Automated Office Procedures	3.0
BUS-079	Professional Development +++	3.0
BUS-061	Office Transcription * +++	3.0
CIS-094	Excel	2.0
BUS-095	Fundamentals of Accounting OR	
BUS-151	Financial Accounting *	3.0
	SEMESTER TOTALS	17.0

TOTAL PROGRAM HOURS	32.00
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* There are prerequisites, course requisites, or minimum placement test scores for this course.

** Electives must be approved by the Program Coordinator

+ Course only offered fall semester

++ Course only offered spring and summer semester

+++ Course only offered spring semester

++++ Course offered in summer term only

^ SOS 050 Human Relations and PSY 271 Introduction to Psychology cannot be used as a social science elective

^^ Consult Academic Advisor for appropriate course

^^^ Course requires a 30-hour practicum experience in addition to classroom lecture hours

^^^^ ECE 120 and ECE 125 must be taken the same semester

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