



DEGREE MAP

The following sequence is an example of how this degree can be completed in two years. This sequence is based on satisfaction of all Basic Skills requirements and prerequisites, and presumes a fall start date. An individual's program may vary depending on transfer institution, career objectives, or individual needs. See your counselor for other options and to monitor your progress.

Program Name: Receptionist-Certificate

Location(s) Offered:

Douglas Campus

Learning Outcomes: *Students who successfully complete this program will be able to do the following:*

1. Produce documents in Word, Excel, and PowerPoint with clarity and accuracy.
2. Demonstrate an understanding of mathematical concepts and apply them to solve business problems.
3. Demonstrate the skills needed to perform receptionist tasks involving customer service, word processing, and document preparation.
4. Apply basic business mathematics and communication skills to a professional work environment.

Course or program prerequisite(s) not included in the degree:

BUS 106 Administrative Assistant Skills I requires keyboarding skills of 30 WPM.
BUS 167 Business Communications requires appropriate English placement score (or see advisor).

Program Reviewed: Feb 22, 2016

Key:

IW=Intensive Writing
F2F=Face-to-Face Instruction
ITV=Instructional Television
VC=Virtual Campus/Online

<i>Requirements</i>	<i>Course(s) Recommended</i>	<i>Delivery Method</i>	<i>Credits</i>
<i>First Semester (Fall):</i>			
Core Curriculum	BUS 104 Business Math or BUS 146 Introduction to Accounting	F2F or VC	3
Core Curriculum	BUS 160 Essential Workplace Success Skills	ITV,VC	3
Core Curriculum	CIS 116 Computer Essentials	F2F,VC	3
<i>Second Semester (Spring):</i>			
Core Curriculum	BUS 106 Administrative Assistant Skills I	F2F	4
Core Curriculum	BUS 167 Business Communications	ITV,VC	3
Elective*		F2F,VC	2-3
<i>Third Semester (Fall):</i>			
<i>Fourth Semester (Spring):</i>			

Total credits required: 18-19

Notes:

*Field experience course or any CIS or BUS course not used in the certificate is recommended.