

# Receptionist Certificate in Business

## Entrance Requirements:

Acceptable ASSET or COMPASS score

## Type of Program:

Day or night

## Type of Degree:

Certificate

## Employment Opportunities:

Business and industry, hospital systems,  
governmental agencies

- This program provides office and computer training for entry-level office positions.
- Requires a minimum grade of “C” in all AOT, OST, CPT, IST, and ENG courses.
- Exemption tests are available for some courses for a fee assessed by the college.
- Credits earned in this program may be applied to other programs in Administrative Office Technology.
- Credits earned in the AOT programs are accepted for five years. Credits earned prior to this five-year period must be documented by successful completion of the applicable exemption exam. Not all courses have exemption exams; courses without exemption exams will have to be retaken.

## Recommended Program Schedule

### *First Semester*

ENG 165	Professional Communications*	3.0
AOT 105	Keyboarding#	3.0
AOT 106	Keyboarding Lab I	1.0
AOT 134	Office Communications	3.0
CPT 101	Introduction to Computers*	3.0

### *Second Semester*

AOT 234	Administrative Office Communications	3.0
AOT 110	Document Formatting	3.0
AOT 145	Office Math Applications	3.0
AOT 161	Records Management	3.0

### *Third Semester*

IST 225	Internet Communications	3.0
AOT 143	Office Systems and Procedures	3.0
AOT 251	Administrative Systems and Procedures	3.0

**Total credit hours** **34.0**

\*General Education course

#Prerequisites: AOT 101 or keyboarding skills;

AOT 106 is pre- or corequisite.