

PROGRAM OF STUDY

Receptionist Certificate of Achievement

The Receptionist Certificate of Achievement prepares the student for an entry-level position as a receptionist. The student will acquire the skills of customer service and greeting customers and visitors; word processing, record keeping and filing, and telephone communications; process incoming and outgoing mail; and, managing voicemail.

Required courses - 12.5 units

		Units
OT1	Computer Basics	1.5
OT5	Document Formatting	1.5
OT11A	Microsoft Word Essentials	1.5
OT11C	Word Processing Projects	1.5
OT44	Filing Procedures	2
OT48	Today's Receptionist	1.5
OT150	Beginning Keyboarding	1
OT151	Championship Keyboarding	1
OT152	Speed Typing	1

Select one English course from the following - 2-5 units

		Units
ENGL1A	Reading and Composition	4
ENGL105	Grammar and Punctuation	2
ENGL125	Writing Skills for College	4
ENGL130	Accelerated Writing	5

Total Units

14.5 - 17.5

Effective Term: Spring 2017

PID 641