

Student ID: _____
Student Name: _____
Adviser Name: _____

Catalog: 2026-2027 College Catalog
Program: Receptionist, ASSC
Minimum Credits Required: _____

Receptionist, ASSC

The Receptionist Advanced Skill Set Certificate (ASSC) program provides opportunities to individuals that will enable them to obtain knowledge and skills necessary to secure a position as an office receptionist. Business offices need employees with strong office skills, as well as a basic understanding of business practices and business communication skills. Credits earned lead to the CAS Technical Office Procedures and Skills or the AAS Business with Concentration in Office Technology should students wish to continue their education upon completion of the certificate.

Required Courses

Course Name	Credit Hours	Term Taken	Grade	Gen Ed
ADOF 111 - Keyboarding and Document Processing I	3 Credit Hours			
ADOF 231 - Records Systems	3 Credit Hours			
ADOF 243 - Text Editing and Transcription ¹	3 Credit Hours			
ADOF 251 - Office Practice and Administration ¹	3 Credit Hours			
BUSN 130 - Microsoft Word and PowerPoint	3 Credit Hours			
BUSN 232 - Business and Professional Communication	3 Credit Hours			
ENGL 101 - Composition	3 Credit Hours			

Total Program Credit Hours: 21

¹ Course requires pre-requisite of ADOF 111 - Keyboarding and Document Processing I or equivalent Prior Learning Assessment.

Notes: