



Receptionist

RECEPTIONIST

ADVANCED SKILL SET CERTIFICATE (ASSC)

PROGRAM HOURS: 21

The Receptionist Advanced Skill Set Certificate 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.

HOW TO GET STARTED

- Complete online application.
- Apply for financial aid (FAFSA), if applicable.
- Complete admission requirements.
- Complete online orientation.
- Schedule an appointment to register for classes.

OFFERED IN

Beaver
Lewisburg
Princeton
Summersville
Online

PROGRAM CONTACT

Lizabeth Rogers
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304-667-8185

MORE INFORMATION

Advancement & Recruitment
recruitment@newriver.edu
866-349-3739



FINANCIAL AID ELIGIBLE



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