



DEGREE MAP

The following sequence is an example of how this program can be completed within the recommended time frame. It presumes that all course and program prerequisites have been met. Completion times may vary depending on individual circumstances. Students should consult an advisor when they plan their individual completion path using MyDegreePlan.

Program Name: Receptionist-Certificate

Locations Offered: Douglas Campus

First Semester: Choose an item.

Requirement Category	Course(s)	Delivery*	Credits
Core Curriculum	BUS 104 Business Math or BUS 146 Introduction to Accounting	F2F, VC	3
Core Curriculum	BUS 160 Essential Workplace Success Skills	F2F, VC	3
Core Curriculum	CIS 116 Computer Essentials	F2F, VC	3

Second Semester: Choose an item.

Requirement Category	Course(s)	Delivery*	Credits
Core Curriculum	BUS 106 Administrative Assistant Skills I	F2F	4
Core Curriculum	BUS 167 Business Communications	F2F, VC	3
Elective		F2F, VC	2-3

Total credits required: 18-19

*Key: F2F = Face-to-Face VC = Virtual Campus

Reviewed: 3/1/2017

Notes: