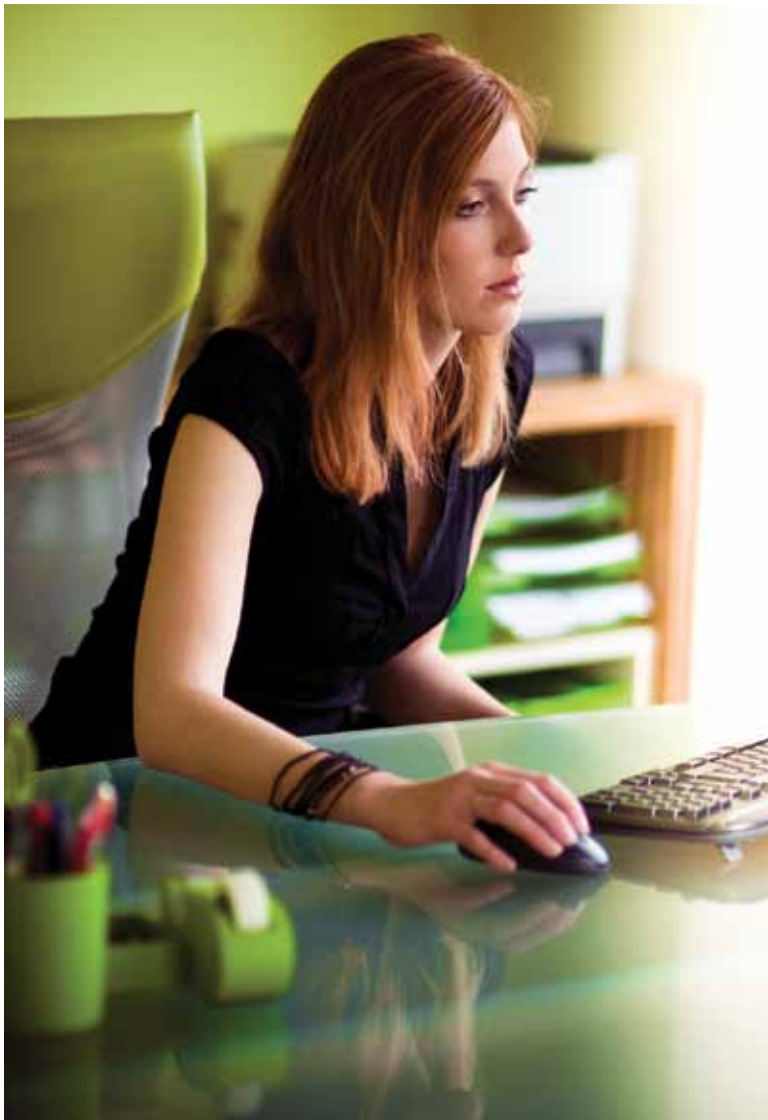


# Receptionist Certificate



The Receptionist Certificate prepares students for employment in entry-level office positions. Basic computer skills and essential business as well as communication skills are emphasized.

The Business Technology Department offers the opportunity to advance by moving up the ladder from the Receptionist Certificate to the Office Assistant Diploma to the Administrative Assistant Degree. Progressively more advanced skills and highly marketable credentials will be obtained at each level.



## Certificate Courses

**10-106-116**

**Document Processing (3 credits)**

**10-106-151**

**Career Management I (1 credit)**

**10-106-125**

**WorkPlace Communications  
(2 credits)**

**10-106-130**

**Integrated Computer Applications,  
Beginning (4 credits)**

**10-801-195**

**Written Communications (3 credits)**

A minimum grade of a "C" is required in all classes.

For more information:

**[www.nicoletcollege.edu](http://www.nicoletcollege.edu)**

**Email: [inquire@nicoletcollege.edu](mailto:inquire@nicoletcollege.edu)**

**715-365-4451 or 800-544-3039, ext 4451**