Office Assistant/Receptionist

(CRT.OFREC) Certificate

Prepares graduates in an intensive one-year program for entry-level office support positions. Students gain basic knowledge of current office procedures and computer software, accounting, and letter composition. All courses apply toward the Administrative Assistant degrees.

Program requirements may change over time. Specific degree/graduation requirements are determined by the students' degree audit.

Business, Management & Administration

You might also like:

Workforce Ready
- Accounting – page 16
- Administrative Assistant–Executive – page 18
- Administrative Assistant–Legal – page 19
- Administrative Assistant–Medical – page 20
- Entrepreneurship–Small Business Ownership – page 68
- E-Commerce Marketing – page 61
- Marketing – page 95
- Management – page 93
- Professional Sales – page 117
- Office Assistant/Receptionist – page 104
- Office Management – page 105
- Office Technology Skills–General – page 106
- Office Technology Skills–Medical – page 107
- Office Technology Skills–MOS – page 108

Transfer Ready
- Business Administration – page 139

FIRST YEAR

First Semester			Hours
☐	BUS 114	Advanced Formatting *	3
☐	BUS 094	Business Mathematics	3
☐	CIS 160	Practical Software Applications *	3
☐	ENG 095	Business English	3
☐	BUS 095	Fundamentals of Accounting *or*	
	BUS 151	Financial Accounting *	3
☐	CIS 094	Excel	2
		SEMESTER TOTALS	**17**

Second Semester			Hours
☐	BUS 115	Processing Information * ††	3
☐	BUS 060	Automated Office Procedures (MOD) * †††	3
☐	BUS 079	Professional Development (MOD) †††	3
☐	BUS 141	Business Communications *	3
☐	BUS 061	Office Transcription (MOD) *	1
☐	CIS 058	Specialized Software Applications *or*	
	CIS 099	Web Page Design * *or*	
	CIS 071	Introduction to Networking *or*	
	CIS 101	Internet Systems & Applications	2 – 3
		SEMESTER TOTALS	**15 – 16**
		TOTAL PROGRAM HOURS	**32 – 33**

* There are prerequisites, course requisites or minimum placement test scores for this course

†† Course only offered spring and summer semester

††† Course only offered spring semester

For more information regarding related occupations, graduation rates and program costs, go to www.lakelandcollege.edu, link to Academic Programs and select Gainful Employment Information.

Call Counseling Services: 217-234-5232
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NOTES: