DEGREES, CERTIFICATES, AND TRANSFER PREPARATION INFORMATION

COMPUTER INFORMATION SYSTEMS – NONCREDIT

Programs Offered
- Receptionist Certificate of Completion (Noncredit)

Certificate of Completion Requirements
Satisfactory completion of each of the courses in the Area of Emphasis.

Catalog Rights
A student may satisfy the requirements of a degree that were in effect at any time of the student's ***continuous*** enrollment. Continuous enrollment means attendance in at least one semester (Fall or Spring) in each academic year.

Receptionist, Certificate of Completion (Noncredit)

This certificate of completion will provide students with basic computer and Internet skills. Students will demonstrate proficiency in using basic Windows and Microsoft Office Online applications. Students will apply interpersonal customer services techniques in an office environment needed in hospitality, health, sales, and service industries. Upon the completion of this certificate, students can apply for positions such as front desk receptionist, customer service associate, receptionist, and front desk coordinator.

Program Learning Outcomes: Upon completion of the program, students will demonstrate proficiency in using basic Windows features, Microsoft Office Online applications, and basic Internet skills. Students will also know how to apply interpersonal and customer service techniques in an office environment.

Area of Emphasis: (0 units)
Required Courses:
BUS 911, Customer Services Level 1 (0)
CIS 902, Basic Computer Skills (0)
CIS 903, Fundamentals of Microsoft Office (0)