



Certificate of Achievement

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY:

RECEPTIONIST



WHAT IS A RECEPTIONIST

A receptionist is a type of secretary who specializes in handling the flow of people through a business. He or she answers phones and deals with people who walk into a business for appointments or because they need various services.

Contact Business Department: 323-241-5387



What You'll Do

- Type a minimum of 40 words per minute.
- Write a business letter using standard business format
- Answer visitor inquiries about the company
- Direct visitors to appropriate contacts, sorting mail, answering incoming calls, and arranging appointments for guests to meet with company staff.

CAREER OPPORTUNITIES:

- Front Desk Receptionist
- Secretary
- Office Assistant
- College Assistant
- Administrative Assistant
- Customer Service
- Hotel Concierge

Required Courses:		
CAOT 1	Computer Keyboarding I	3
CAOT 2	Computer Keyboarding II	3
CAOT 31	Business English	3
CAOT 43	Office Procedures	3
CAOT 47	Applied Office Practice	2
CAOT 82	Microcomputer Software Survey in the Office	3
TOTAL UNITS		17