



Degree Guide:

Administrative Office Systems Receptionist Short Term Certificate

Program

[Administrative Office Systems \(AOS\)](#)

Degree Type

Professional Technical Certificate

Offered Online

Yes

Program Coordinator

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Program Code: RECREC01

Program Outcomes

- Identify the skills that are needed to be a successful digital citizen in college and beyond
- Develop beginning through intermediate skills in Microsoft Word and associated technologies
- Develop an understanding of business systems, processes, and the general business environment

Catalog #	Course Title	Credits
AOS 101	Digital Literacy	5
AOS 105	Introduction to Microsoft Word	5
BUS& 101	Introduction to Business	5
Total Credits		15