



Short-Term Certificate

Administrative Office Systems - Receptionist

Details

Completion Award: Short-Term Proficiency Certificate
Program Code (EPC): 553B

Program Coordinator (contact with questions)

Sherry Sparrowk (360) 417-6375
Office: M-210 ssparrowk@pencol.edu

Student's Name:	Student ID Number:
Advisor:	Advisor's Signature:

Learning Outcomes

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

Degree Requirements	Approved Substitutions	Name Of Course	Credits	Credits Completed	In Progress Qtr/Yr
AOS 101		Digital Literacy	5		
AOS 105		Word Processing Applications I	5		
BUS& 101		Introduction to Business	5		
CREDITS REQUIRED FOR CERTIFICATE:			15		

The following information is needed to produce your certificate:

Quarter and Year Certificate was completed: Fall Winter Spring Summer **20**__

Name to be printed on Certificate: _____
First Middle Last

Mailing Address: _____
Street/P.O. Box City State Zip

If no mailing address is provided, Certificate may be picked up at the Reception desk in the Student Services Bldg.

For Office Use:

Grades verified Date Certificate Posted: _____ Processed By: _____
 Certificate Mailed or Forwarded to Program Advisor