

Career Cluster:

RTC White

STARTING CONSIDERATIONS

- [Counseling & Advising](#)
- [Enrollment Services](#)
- [Financial Aid](#)
- [Basic Studies](#)
- [Workforce Education](#)
- [Registration](#)

1bm

Office Assistant/Receptionist

This program offers students the basic skills they will need to work in an office. The skills covered include how to use a computer keyboard and Microsoft Office programs, business math, business English, human relations, and customer service. [Learn more](#)

Office Assistant/Receptionist

Certificate of Completion:

1 Quarter

19 Credits

JOB OUTLOOK & WAGES

- [Receptionist/Information Clerks](#)

Researching this Career

What will I be doing?

A Career In-Demand?

Will I like this Career?

Recieve support from:

Discover which industries are in demand, have the largest employment, pay the most and more!