New River Community & Technical College
Advanced Skill Set Certificate
Computer Software Application Specialist (ASSC)
2017-2018 Catalog

Student Name_____ Student ID #_____

Course	Title	Credits	Grade	Qual. Pts.
ADOF 111	Keyboarding & Document Processing	3	_____	_____
ADOF 251	Office Practice and Administration	3	_____	_____
BUSN 130	Microsoft Word & PowerPoint	3	_____	_____
BUSN 230	Desktop Publishing	3	_____	_____
BUSN 245	Microsoft Excel	3	_____	_____
BUSN 255	Microsoft Access	3	_____	_____
MATH 101 Or MATH 109	General Mathematics or Higher	3	_____	_____
ENGL 101	Composition	3	_____	_____

Program Total Hours   24

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Advisor Signature

_____
Date

Course Substitutions are not allowed