

New River Community & Technical College  
 Advanced Skill Set Certificate  
**Medical Machine Transcriptionist (ASSC)**  
 2014-2015 Catalog

Student Name \_\_\_\_\_ Student ID # \_\_\_\_\_

First Semester

Course	Title	Credits	Grade	Qual. Pts.
MAST 105	Medical Terminology	3	_____	_____
ADOF 111	Keyboarding/Doc Processing I	3	_____	_____
ADOF 112	Keyboarding/Doc Processing II	3	_____	_____
ADOF 231	Records Systems	3	_____	_____
ADOF 243	Text Edit & Machine Trans	3	_____	_____
BUSN 130	Microsoft Word & Internet	3	_____	_____
Total Hours		18		

\_\_\_\_\_  
 Advisor Signature

\_\_\_\_\_  
 Date

Course substitutions/waivers are not allowed