

New River Community & Technical College
Advanced Skill Set Certificate
Receptionist (ASSC)
2017-2018 Catalog

Student Name _____ Student ID # _____

Course	Title	Credits	Grade	Qual. Pts.
ADOF 111	Keyboarding & Document	3	_____	_____
ADOF 231	Record Systems	3	_____	_____
ADOF 243	Text Editing & Transcription	3	_____	_____
ADOF 251	Office Practice & Administration	3	_____	_____
BUSN 130	Microsoft Word & PowerPoint	3	_____	_____
BUSN 232	Business & Professional	3	_____	_____
ENGL 101	Composition	3	_____	_____

Program Total Hours 21

Advisor Signature

Date

Course substitutions/waivers are not allowed