

New River Community & Technical College
Skill Set Certificate
Medical Machine Transcriptionist (SSC)
2011-2012 Catalog

Student Name _____ Social Security # _____

First Semester

Course	Title	Credits	Grade	Qual. Pts.
ADOF 121	Text Editing Rules & Applications	3	_____	_____
ADOF 111	Keyboarding/Doc Processing I	3	_____	_____
ADOF 231	Records Systems	3	_____	_____
BUSN 130	Word Processing & the Internet	3	_____	_____
MAST 105	Medical Terminology	3	_____	_____
ADOF 112	Keyboarding/Doc Processing II	3	_____	_____
ADOF 242	Machine Transcription	3	_____	_____

Total Hours 21

Advisor Signature

Date