

New River Community & Technical College
 Advanced Skill Set Certificate
Computer Software Application Specialist (ASSC)
 2019-2020 Catalog

Student Name _____ Student ID # _____

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

Program Total Hours 24

 Advisor Signature

 Date

Course Substitutions are not allowed