

New River Community & Technical College  
 Advanced Skill Set Certificate  
**Medical Machine Transcriptionist (ASSC)**  
 2019-2020 Catalog

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

First Semester

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

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

\_\_\_\_\_  
 Date

\*\*Course requires prerequisite of ADOF 111 Keyboarding and Document Processing I or equivalent Prior Learning Assessment.

Course substitutions/waivers not allowed