

New River Community & Technical College  
 Advanced Skill Set Certificate  
**Receptionist (ASSC)**  
 2019-2020 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