

New River Community & Technical College
 Advanced Skill Set Certificate
Receptionist (ASSC)
 2020-2021 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