

New River Community & Technical College
 Advanced Skill Set Certificate
Receptionist (ASSC)
 2022-2023 Catalog

Student Name _____ Student ID # _____

Course	Title		Credits	Grade	Qual. Pts.
ADOF 111	Keyboarding & Document	(Fall)	3	_____	_____
ADOF 231	Record Systems	(Spring)	3	_____	_____
ADOF 243	Text Editing & Transcription	(Spring)	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