

New River Community & Technical College  
 Advanced Skill Set Certificate  
**Receptionist (ASSC)**  
 2023-2024 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