

New River Community & Technical College
 Associate of Applied Science
 Administrative Office Technology (AAS)
 2014-2015 Catalog

Student Name _____ Student ID# _____

| Course | Title | Credits | Grade | Qual. Pts. |
|----------------------|--|---------|-------|------------|
| First Semester | | | | |
| BUSN 130 | Microsoft Word & Internet | 3 | _____ | _____ |
| ENGL 101 | Composition | 3 | _____ | _____ |
| ADOF 111 | Keyboarding/ Doc Processing I | 3 | _____ | _____ |
| MGMT 110 | Principles of Management | 3 | _____ | _____ |
| | Restricted Math Elective: Choose from | 3 | _____ | _____ |
| BUSN 114 | Quantitative Business Ana. or | | | |
| MATH 101 | General Math | | | |
| Total Semester Hours | | 15 | | |
| Second Semester | | | | |
| ADOF 112 | Keyboarding/ DOC Processing II | 3 | _____ | _____ |
| MRKT 110 | Principles of Marketing | 3 | _____ | _____ |
| SPCH 208 | Fundamentals of Speech | 3 | _____ | _____ |
| BUSN 245 | Microsoft EXCEL | 3 | _____ | _____ |
| | Restricted English Elective: Choose from | 3 | _____ | _____ |
| ENGL 102 | Research or | | | |
| ENGL 103 | Technical Writing | | | |
| Total Semester Hours | | 15 | | |
| Third Semester | | | | |
| ADOF 251 | Office Practice & Administration | 3 | _____ | _____ |
| BUSN 210 | Business Law/Legal Environment | 3 | _____ | _____ |
| BUSN 230 | Desktop Publishing/ Presentations | 3 | _____ | _____ |
| ECON 211 | Principles of Economics I(Macro) | 3 | _____ | _____ |
| | Restricted Accounting Elective: choose from | 3 | _____ | _____ |
| ACCT 101 | Principles of Accounting I or | | | |
| ADOF 201 | Office Accounting | | | |
| Total Semester Hours | | 15 | | |
| Fourth Semester | | | | |
| ADOF 231 | Records Systems | 3 | _____ | _____ |
| ADOF 243 | Text Editing & Machine Trans. | 3 | _____ | _____ |
| BUSN 232 | Business & Professional Comm | 3 | _____ | _____ |
| BUSN 255 | Microsoft Access | 3 | _____ | _____ |
| BUSN 272 | Career and Professional Dev. | 3 | _____ | _____ |
| Total Semester Hours | | 15 | | |
| Total Degree Hours | | 60 | | |

Advisor Signature _____ Date _____