

New River Community & Technical College  
 Certificate of Applied Science  
**Technical Office Procedures & Skills (CAS)**  
 2016-2017 Catalog

Student Name \_\_\_\_\_ Student ID # \_\_\_\_\_

		First Semester		
Course	Title	Credits	Grade	Qual. Pts.
BUSN 245	Microsoft Excel	3	_____	_____
ENGL 101	Composition	3	_____	_____
ADOF 111	Keyboarding/Doc Processing I	3	_____	_____
	<b>Restricted Math Elective, choose from</b>	3	_____	_____
MATH101	General Mathematics (or higher)			
	or			
BUSN 114	Quantitative Business Analysis			
	<b>Restricted Accounting Elective, choose from</b>	3	_____	_____
ACCT 201	Principles of Accounting I			
	or			
ADOF 201	Office Accounting			
	Total Hours	15		
		Second Semester		
ADOF 251	Office Practice and Administration	3	_____	_____
BUSN 232	Business And Professional Comm	3	_____	_____
ADOF 112	Keyboarding/Doc Processing II	3	_____	_____
ADOF 231	Records Systems	3	_____	_____
ADOF 243	Text Edit & Machine Transcription	3	_____	_____
	Total Hours	15		
	Total Program Hours	30		

\_\_\_\_\_  
 Advisor Signature

\_\_\_\_\_  
 Date