

New River Community & Technical College
 Certificate of Applied Science
Technical Office Procedures & Skills (CAS)
 2015-2016 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	_____	_____	
	Restricted Math Elective, choose from	3	_____	_____	
MATH101	General Mathematics (or higher)				
	or				
BUSN 114	Quantitative Business Analysis				
	Restricted Accounting Elective, choose from	3	_____	_____	
ACCT 101	Principles of Accounting I				
	or				
ADOF 201	Office Accounting				
	Total Hours	15			
		Second Semester			
BUSN 232	Bus & Professional Comm.	3	_____	_____	
BUSN 272	Career & Professional Dev	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