

New River Community & Technical College
 Associate of Applied Science
Administrative Office Technology (AAS)
 2012-2013 Catalog

Student Name _____ Student ID# _____

Course	Title	Credits	Grade	Qual. Pts.
First Semester				
BUSN 100	Intro to Business	3	_____	_____
BUSN 130	Word Processing & Internet	3	_____	_____
ENGL 101	Composition	3	_____	_____
ADOF 111	Keyboarding/ Doc Processing I	3	_____	_____
ADOF 121	Text Editing Rules & App.	3	_____	_____
	Total Semester Hours	15		
Second Semester				
MGMT 110	Principles of Management	3	_____	_____
ADOF 112	Keyboarding/ DOC Processing II	3	_____	_____
MRKT 110	Principles of Marketing	3	_____	_____
SPCH 208	Fundamentals of Speech	3	_____	_____
	Restricted English Elective: Choose from	3	_____	_____
ENGL 102	Research or			
ENGL 103	Technical Writing			
	Restricted Math Elective: Choose from	3	_____	_____
BUSN 114	Quantitative Business Ana. or			
MATH 101	General Math			
	Total Semester Hours	18		
Third Semester				
ADOF 251	Office Practice & Administration	3	_____	_____
BUSN210	Business Law/Legal Environment	3	_____	_____
BUSN 230	Desktop Publishing/ Presentations	3	_____	_____
BUSN 245	Microsoft EXCEL	3	_____	_____
ECON 211	Principles of Economics I	3	_____	_____
	Restricted Accounting Elective: choose from	3	_____	_____
ACCT 101	Principles of Accounting I or			
ADOF 201	Office Accounting			
	Total Semester Hours	18		
Fourth Semester				
ADOF 231	Records Systems	3	_____	_____
ADOF 242	Machine Transcription	3	_____	_____
ADOF 252	Office Internship & Seminar	3	_____	_____
BUSN 232	Business & Electronic Comm	3	_____	_____
BUSN 255	Microsoft Access	3	_____	_____
BUSN 272	Career and Professional Dev.	3	_____	_____
	Total Semester Hours	18		
	Total Degree Hours	69		

Advisor Signature _____ Date _____