

New River Community & Technical College
 Certificate of Applied Science
Technical Office Procedures & Skills (CAS)
 2012-2013 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	_____	_____	
ADOF 121	Text Editing Rules & Appl	3	_____	_____	
	Restricted Math Elective, choose from	3	_____	_____	
MATH101	General Mathematics				
	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	18			

		Second Semester			
BUSN 232	Bus & Electronic Commun	3	_____	_____	
BUSN 272	Career & Professional Dev	3	_____	_____	
ADOF 112	Keyboarding/Doc Processing II	3	_____	_____	
ADOF 231	Records Systems	3	_____	_____	
ADOF 242	Machine Transcription	3	_____	_____	
	Restricted Elective, Choose one from	3	_____	_____	
BUSN 230	Desktop Pub/Presentations				
BUSN 255	Microsoft Access				
CRMJ 212	Legal Research/Methodology				
MGMT110	Principles of Management				
MAST 105	Medical Terminology				
	Total Hours	18			

Total Program Hours 36

 Advisor Signature

 Date