

New River Community & Technical College
 Certificate of Applied Science
Technical Office Procedures & Skills (CAS)
 2019-2020 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				
BUSN 114	Quantitative Business Analysis				
	Restricted Accounting Elective, choose from	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			

*Students may request and successfully complete the departmental examination for ADOF 111 Keyboarding and Document Processing I or equivalent Prior Learning Assessment advance to ADOF 112 Keyboarding and Document Processing II, and take an additional restricted elective with an ACCT, BUSN, COSC, MGMT, or MRKT prefix to complete the certificate credit hour requirement.

 Advisor Signature

 Date