

New River Community & Technical College
 Certificate of Applied Science
Technical Office Procedures & Skills (CAS)
 2022-2023 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 (Fall)	3	_____	_____
	Restricted Math Elective, choose from	3	_____	_____
MATH101	Quantitative Reasoning			
	or			
BUSN 114	Quantitative Business Analysis (Fall)			
	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 (Spring)	3	_____	_____
ADOF 243	Text Edit & Machine Transcription (Spring)	3	_____	_____

Total Hours 15

Total Program Hours 30

 Advisor Signature

 Date