

New River Community & Technical College
 Associate of Applied Science
 Business: Office Technology (AAS)
 2021-2022 Catalog

Student Name _____ Student ID# _____

Course	Title	Credits	Grade	Qual. Pts.
First Semester				
BUSN 130	Microsoft Word & PowerPoint	3	_____	_____
ENGL 101	Composition	3	_____	_____
BUSN 100	Intro to Business	3	_____	_____
ADOF 111	Keyboarding/Doc Processing I	3	_____	_____
	Restricted Math Elective: Choose one from	3	_____	_____
BUSN 114	Quantitative Business Analysis			
MATH 101	Quantitative Reasoning			
	Total Semester Hours	15		
Second Semester				
ADOF 112	Keyboarding/ DOC Processing II	3	_____	_____
MGMT 210	Principles of Management	3	_____	_____
BUSN 232	Business & Prof. Communication	3	_____	_____
MRKT 210	Principles of Marketing	3	_____	_____
ENGL 102	Research	3	_____	_____
	Total Semester Hours	15		
Third Semester				
ADOF 251	Office Practice & Administration	3	_____	_____
BUSN 245	Microsoft Excel	3	_____	_____
BUSN 201	Principles of Finance	3	_____	_____
ECON 211	Principles of Economics I (Macro)	3	_____	_____
	Restricted Accounting Elective: choose one from	3	_____	_____
ACCT 201	Principles of Accounting I			
ADOF 201	Office Accounting			
	Total Semester Hours	15		
Fourth Semester				
ADOF 231	Records Systems	3	_____	_____
ADOF 243	Text Editing & Machine Trans.	3	_____	_____
BUSN 210	Business Law & Legal Environment	3	_____	_____
ECON 212	Principles of Economics II (Micro)	3	_____	_____
BUSN 255	Microsoft Access	3	_____	_____
	Total Semester Hours	15		
	Total Degree Hours	60		

Advisor Signature _____ Date _____