

New River Community & Technical College  
 Associate of Applied Science  
 Business: Office Technology (AAS)  
 2023-2024 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	_____	_____
<b>Restricted Math Elective: Choose one from</b>		3	_____	_____
BUSN 114	Quantitative Business Analysis (Fall)			
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 (Spring)	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 (Fall)	3	_____	_____
ECON 211	Principles of Economics I (Macro)	3	_____	_____
<b>Restricted Accounting Elective: choose one from</b>		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 (Spring).	3	_____	_____
BUSN 210	Business Law & Legal Environment	3	_____	_____
ECON 212	Principles of Economics II (Micro) (Spring)	3	_____	_____
BUSN 255	Microsoft Access	3	_____	_____
Total Semester Hours		15		
Total Degree Hours		60		

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_