

New River Community & Technical College  
 Certificate of Applied Science  
**Technical Office Procedures & Skills (CAS)**  
 2023-2024 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	_____	_____	
	<b>Restricted Math Elective, choose from</b>	3	_____	_____	
MATH101	Quantitative Reasoning				
	or				
BUSN 114	Quantitative Business Analysis (Fall)				
	<b>Restricted Accounting Elective, choose from</b>	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