

New River Community & Technical College
 Associate of Applied Science
Legal Assisting (AAS)
 2016-2017 Catalog

Student Name _____ Student ID # _____

First Semester					
Course		Title	Credits	Grade	Qual. Pts.
ENGL	101	Composition	3	_____	_____
LAST	101	Introduction to Legal Assisting	3	_____	_____
LAST	105	Legal Terminology	3	_____	_____
MATH	101 or	General Mathematics or	3	_____	_____
MATH	109	Algebra		_____	_____
COSC	101 or	Microsoft Office Applications or	3	_____	_____
BUSN	130	Microsoft Word and PowerPoint		_____	_____
Total Semester Hours			15		

Second Semester					
ADOF	243	Text Editing and Machine Transcription	3	_____	_____
ADOF	251	Office Practice and Administration	3	_____	_____
CRMJ	163	Criminal Law	3	_____	_____
ENGL	102	Research	3	_____	_____
LAST	202	Civil Litigation	3	_____	_____
Total Semester Hours			15		

Third Semester					
BUSN	210	Business Law and the Legal Environ.	3	_____	_____
COMM	212 or	Interpersonal Communication or	3	_____	_____
COMM	208 or	Fundamentals of Speech or		_____	_____
BUSN	232	Business and Professional Comm.		_____	_____
LAST	104	Administrative Agency Advocacy	3	_____	_____
LAST	106 or	Law of Domestic Relations	3	_____	_____
LAST	208	Real Estate Law I		_____	_____
Social/Behavioral Science or Foreign Language Elective			3	_____	_____
Total Semester Hours			15		

Fourth Semester					
CRMJ	212	Legal Research and Methodology	3	_____	_____
LAST	201	Business Org/Governmental Relations	3	_____	_____
LAST	203	Estate Planning and Probate Admin	3	_____	_____
LAST	106 or	Law of Domestic Relations or	3	_____	_____
LAST	208 or	Real Estate Law I or		_____	_____
LAST	209	Real Estate Law II (if previous choice was LAST 208)		_____	_____
Social/Behavioral Science or Foreign Language Elective			3	_____	_____
Total Semester Hours			15		
Program Total Hours 60					

 Advisor Signature Date