

New River Community & Technical College  
 Certificate of Applied Science  
 Technical Studies  
**Legal Office Assistant (CASTS)**  
 2015-2016 Catalog

Student Name \_\_\_\_\_ Student ID # \_\_\_\_\_

First Semester				
Course	Title	Credits	Grade	Qual. Pts.
ADOF 111	Keyboarding/Document Processing I	3	_____	_____
ENGL 101	Composition	3	_____	_____
LAST 101	Introduction to Legal Assisting	3	_____	_____
BUSN 114	Quantitative Business Analysis	3	_____	_____
COSC 101	Microsoft Office Applications	3	_____	_____
BUSN 232	Business & Prof Communication	3	_____	_____
Total Semester Hours		18		

Second Semester				
LAST 105	Legal Terminology	3	_____	_____
ADOF 112	Keyboarding/Document Processing II	3	_____	_____
ADOF 231	Records Systems	3	_____	_____
ADOF 242	Machine Transcription	3	_____	_____
ADOF 251	Office Practice & Administration	3	_____	_____
LAST XXX	Restricted Legal Assisting Elective	3	_____	_____
Total Semester Hours		18		

Total Program Hours    36

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

\_\_\_\_\_  
 Date