

New River Community & Technical College
 Certificate of Applied Science
Legal Office Assistant (CAS)
 2017-2018 Catalog

Student Name _____ Student ID # _____

Course	Title	Credits	Grade	Qual. Pts.
First Semester				
ENGL 101	Composition	3	_____	_____
LAST 104	Administrative Agency Advocacy	3	_____	_____
LAST 105	Legal Terminology	3	_____	_____
	Restricted Math Elective, choose from	3	_____	_____
MATH101	General Mathematics (or higher)			
	or			
MATH 109	Algebra			
COSC 101	Microsoft Office Applications	3	_____	_____
	or			
BUSN 130	Microsoft Word and PowerPoint			
	Total Hours	15		
Second Semester				
ADOF 243	Text Editing and Transcription	3	_____	_____
ADOF 251	Office Practice and Administration	3	_____	_____
CRMJ 163	Criminal Law	3	_____	_____
CRMJ 232	Criminal Justice Writing/ Comm	3	_____	_____
LAST 205	Civil Litigation	3	_____	_____
	Total Hours	15		
	Total Program Hours	30		

 Advisor Signature

 Date