

New River Community & Technical College  
 Associate of Applied Science  
**Legal Assisting (AAS)**  
 2019-2020 Catalog

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

First Semester

| Course      | Title                                   | Credits | Grade | Qual. Pts. |
|-------------|---|---------|-------|------------|
| ENGL 101    | Composition                             | 3       | _____ | _____      |
| LAST 101    | Legal Assisting                         | 3       | _____ | _____      |
| MATH 101    | General Mathematics <b>or</b>           | 3       | _____ | _____      |
| MATH 109    | Algebra                                 |         |       |            |
| COSC 101    | Microsoft Office Applications <b>or</b> | 3       | _____ | _____      |
| BUSN 130    | Microsoft Word and PowerPoint           |         |       |            |
| LAST 105    | Legal Terminology                       | 3       | _____ | _____      |
| Total Hours |   | 15      |       |            |

Second Semester

|             |                                    |    |       |       |
|-------------|------------------------------------|----|-------|-------|
| ADOF 243    | Text Editing & Transcription *     | 3  | _____ | _____ |
| ADOF 251    | Office Administration and Practice | 3  | _____ | _____ |
| CRMJ 163    | Criminal Law                       | 3  | _____ | _____ |
| LAST 205    | Civil Litigation                   | 3  | _____ | _____ |
| ENGL 102    | Research                           | 3  | _____ | _____ |
| Total Hours |                                    | 15 |       |       |

Third Semester

|                         |                                     |    |       |       |
|-------------------------|-------------------------------------|----|-------|-------|
| BUSN 210                | Business Law & the Legal Envr       | 3  | _____ | _____ |
| LAST 104                | Administrative Agency Advocacy      | 3  | _____ | _____ |
| LAST 106                | Law of Domestic Relations <b>or</b> | 3  | _____ | _____ |
| LAST 208                | Real Estate Law I**                 |    |       |       |
| COMM 212                | Interpersonal Comm <b>or</b>        | 3  | _____ | _____ |
| COMM 208                | Fund of Public Speaking <b>or</b>   |    |       |       |
| BUSN 232                | Busn and Profession Comm            |    |       |       |
| Social Science Elective |                                     | 3  | _____ | _____ |
| Total Hours             |                                     | 15 |       |       |

Fourth Semester

|                         |                                     |    |       |       |
|-------------------------|-------------------------------------|----|-------|-------|
| LAST 210                | Business Organizations Governmental | 3  | _____ | _____ |
| CRMJ 212                | Legal Research and Methodology      | 3  | _____ | _____ |
| LAST 203                | Estate Planning and Probate Admin   | 3  | _____ | _____ |
| LAST 106                | Law of Domestic Relations <b>or</b> | 3  | _____ | _____ |
| LAST 208                | Real Estate Law I <b>or</b>         |    |       |       |
| LAST 209                | Real Estate Law II                  |    |       |       |
| Social Science Elective |                                     | 3  | _____ | _____ |
| Total Hours             |                                     | 15 |       |       |

Program Total Hours                      60

\*Course requires prerequisite of ADOF 111 Keyboarding and Document Processing I or equivalent Prior Learning Assessment.

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

\_\_\_\_\_  
Date