

New River Community & Technical College
 Certificate of Applied Science
Legal Office Assistant (CAS)
 2019-2020 Catalog

Student Name _____ Student ID # _____

		First Semester			
Course	Title	Credits	Grade	Qual. Pts.	
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

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

 Advisor Signature

 Date