

New River Community & Technical College
 Certificate of Applied Science
Legal Office Assistant (CAS)
 2020-2021 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		

 Advisor Signature

 Date