

# CSC Legal Office Assisting

The following provides information regarding courses required to complete this major at Virginia Western for planning purposes only. Please see the Academic Catalog and full disclosure statement at <http://catalog.virginiawestern.edu>.

Completed	Course	Course Title	Credit	Prerequisite	Term Offered
	ENG 111	College Composition I	3	English Placement	F, Sp, Su
	LGL 110	Introduction to Law and the Paralegal	3		F, Sp
	LGL 130	Law Office Administration and Management	3		F, Sp
	BUS 241	Business Law I	3		F, Sp
	ITE 115	Intro to Computer Applications and Concepts	3		F, Sp, Su
	ITE 128	Intro to Word Processing Software	1	Pre/Co: ITE 115	F, Sp
	AST 155	Introduction to Desktop Information Management	1		F, Sp

*\*\*MTE classes are developmental courses. Students may place out of these classes based on various measures, including high school GPA, standardized test scores, or placement testing.*

**Total program credits: 17**