

## CSC Legal Office Assisting (221-260-01)

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.viriniawestern.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 152 | Introduction to Digital and Information Literacy and Computer Applications | 3      |                   | F, Sp, Su    |
|                                  | ITE 128 | Intro to Word Processing Software  | 1      | Pre/Co: ITE 152   | F, Sp        |
|                                  | AST 155 | Introduction to Desktop Information Management                             | 1      |                   | F            |
| <b>Total program credits: 17</b> |         |  |        |                   |              |