

# Administrative Support Technology - Specialization in Legal Assisting Associate of Applied Science

## Program Coordinator:

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**Program Purpose:** Designed to provide an individual with a sufficient level of knowledge, understanding, and proficiency to perform specific tasks in a legal environment. A legal assistant will have a basic understanding of the general processes of American law, and will have the knowledge and proficiency to perform specific tasks under the supervision of a lawyer.

First Semester (Fall)		
ENG 111	College Composition I	3
MTH 132	Business Math	3
AST 101	Keyboarding I <sup>1</sup>	4
AST 107	Proofreading and Editing	3
LGL 110	Introduction to Law and the Legal Assistant <sup>2</sup>	3
SDV 101	Orientation to College Success	1
<b>Total Credits</b>		<b>17</b>
Second Semester (Spring)		
AST 102	Keyboarding II	4
LGL 127	Legal Research and Writing <sup>2</sup>	3
AST 141	Word Processing I	3
AST 137	Records Management	3
PSY 120	Human Relations <sup>3</sup>	3
<b>Total Credits</b>		<b>16</b>
Third Semester (Fall)		
LGL 130	Law Office Administration and Management <sup>2</sup>	3
AST 205	Business Communications	3
AST 238	Word Processing Advanced Operations	3
AST 232	Microcomputer Office Applications	3
AST 230	Introduction to Office Technology	3
AST 154	Voice Recognition Applications	2
<b>Total Credits</b>		<b>17</b>
Fourth Semester (Spring)		
MUS 121 or REL 230	Music Appreciation or Religions of the World <sup>4</sup>	3
PSY 200 or SOC 200	Principles of Psychology or Principles of Sociology <sup>3</sup>	3
AST 236	Specialized Software Applications	3
AST 243	Office Administration I	3
AST 206	Professional Development	3
AST 136	Office Record Keeping <sup>5</sup>	3
<b>Total Credits</b>		<b>18</b>

**Total minimum credits for AAS Degree**

**68**

<sup>1</sup> Students who pass the Keyboarding Exemption Test will be granted credit for this course. Testing date is published in the class schedule.

<sup>2</sup> Recommended Legal Elective

<sup>3</sup> Recommended Social Science Elective

<sup>4</sup> Recommended Humanities Elective

<sup>5</sup> ACC 211 should be taken in place of AST136 if you intend to transfer.



Students who complete AST 238 are eligible to test for Microsoft Office Specialist (MOS) Word 2016 Certification.