

LEGAL ADMIN ASST (POFL)

POFL 1303

Legal Office Procedures I

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course is a study of the fundamental administrative duties of the legal administrative assistant, including issues involved in understanding and using social, organizational, and technological systems.

Prerequisite: None.

POFL 1305

Legal Terminology

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course presents an overview of legal terminology and how these terms are used in legal documents.

Prerequisite: None.

POFL 1340

Legal Office Procedures II

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course is a continuation of Legal Office Procedures I that will include legal terminology, theory, forms and procedures, and advanced concepts of administrative duties of the legal administrative assistant in selected areas of law, with applications designed to require students to use critical thinking skills.

Prerequisite: POFL 1303.

POFL 2301

Legal Document Processing

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course teaches skill development in the production of legal documents by the legal administrative assistant used in the legal and court systems.

Prerequisite: POFT 1329.

POFL 2305

Introduction to Legal Research

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course provides research techniques relating to legal issues for legal administrative assistants.

Prerequisite: POFL 1305.

POFL 2386

Internship - Legal Administrative Assistant/ Secretary

CRT HRS:3 LEC HRS:0 LAB HRS:0 OTH HRS:12

This course provides a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Prerequisite: POFL 1305, POFL 1303, POFL 2305, POFL 2301, POFL 1340.