

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 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 2264

CAPSTONE: Practicum

CRT HRS:2 LEC HRS:0 LAB HRS:0 OTH HRS:16

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: Students enrolled in the certificate program must have completed 30 semester credit hours; Students enrolled in the Associate Degree program must have completed 46 semester credit hours.

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.