

# 2019-2020 TTC Catalog

## LEG 232 Law Office Management

Lec: 3.0 Lab: 0 Credit: 3.0

This course is a study of the basic principles of office management, including administrative procedures, client relations, and office operating procedures.

### **Prerequisite**

LEG 120

and

LEG 135

and

LEG 201

### **Course Offered**

Summer

### **Grade Type**

Letter Grade

### **Division**

Public, Professional and Legal Studies