

2020-2021 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

Business Technology