

LEGAL OFFICE ASSISTANT (LOA)

LOA 307 - LAW OFF TECH

Introduction to document, case, database, and docket management software, timekeeping and billing applications, accounting for client trust funds, file and law library management and other technology utilized in the contemporary law office, as well as various electronic enhancements of traditional processes. (Prerequisites: CIS 110 or equivalent)

Credits: 3

Prerequisites: CIS 110

LOA 318 - LAW FOR ADMIN

An examination of the substantive law making up the legal environment of a business firm, including the U.S. Constitution and its effects on business, white collar and cyber-crime, ethics in business decision-making, cyber torts, intellectual property, and e-contracts. (Prerequisites: PAR 102, PAR 105, PAR 111 or PAR 221 or BUS 200)

Credits: 3

Prerequisites: PAR 102

LOA 341 - REGULATORY ENV

An examination of the regulatory framework imposed on a business entity by federal and state governments, including the banking system; negotiable instruments; creditors' rights in bankruptcy; employment law; investor protection; international law of business, and insurance. (Prerequisite: Junior status)

Credits: 3

LOA 356 - ADV INTERNSHIP

Students serve as interns and apply their skills in real-world employment situations. All internships are project-oriented and directly related to the focus Legal Office Management. Internships are served under the sponsorship of a faculty advisor, and the students will be required to document the results of their experience. (Prerequisite: Junior standing)

Course can be repeated up to 12 hours.

Credits: 3

LOA 380 - ETHICAL ISSUES

An examination of the ethical and professional issues faced by a manager in the law office, including familiarization with existing ethical standards and guidelines, development of a framework for the analysis of ethical dilemmas, and examination of socially responsible decision-making. (Prerequisite: Junior status)

Credits: 3