

New Course

If Revision, Section(s)
 Revised:
 Date of Previous Revision:
 Date of Current Revision:

OADM 218

D: LEG

<p style="text-align: right;">kill in</p> <p>preparing general legal correspondence and documents, in using general legal terminology, and in handling financial and client records. Specialized terminology, procedures, and documentation related to proprietorships, partnerships, and non-reporting companies are covered.</p>	
<p>G: Allocation of Contact Hours to Type of Instruction / Learning Settings</p> <p>Primary Methods of Instructional Deli</p> <p style="text-align: center;">k</p> <p>Number of Weeks per Semester:</p> <p>15 wee</p>	<p>H: Course Prerequisites:</p> <p>English 11 with a grade of "C" or better or equivalent and 40 nwpm</p>
	<p>I: Course Corequisites:</p> <p>OADM 303 and 256</p>
	<p>J: Course for which this Course is a Prerequisite</p> <p>OADM 326 and 327 and 328 and 329 and 401.</p>

<input type="checkbox"/>	College Credit Non-Transfer
<input checked="" type="checkbox"/>	College Credit Tra

M: Course Objectives / Learning Outcomes

The learner has reliably demonstrated the ability to:

1. perform in a professional manner the duties of a legal administrative assistant with emphasis on duties related to non-reporting corporations;
- 2.

