

# Virginia Western Community College

LGL 130

## Law Office Administration and Management

### Prerequisites

None

### Course Description

Introduces management principles and systems applicable to law firms, including record keeping, disbursements, escrow accounts, billing, and purchasing. May include accounting methods and software packages applicable to law firms. Lecture 3 hours per week.

**Semester Credits: 3 Lecture Hours: 3 Lab/Clinical/Internship Hours: 0**

### Required Materials

#### **Textbook:**

McGraw-Hill's Law Office Management For Paralegals, Schaffer and Wietzecki, McGraw-Hill, ISBN# 978-0-07-337694-3

No Supplementary Material Available

#### **Other Required Materials:**

Students will need a computer capable of accessing Blackboard through the VWCC system. Students are required to use Blackboard for this course.

### Course Outcomes

**At the completion of this course, the student should be able to:**

- Identify the different types of law practices and describe the advantages and disadvantages of each.
- Explain the differences between practice management and administrative management and identify the types of law office systems.
- Understand the different skills and duties of a paralegal.
- Understand the importance of professionalism and what competencies a paralegal is expected to master.
- Understand the rules surrounding the attorney-client relationship.
- Discuss various rules of ethics and how they apply to attorneys and paralegals.
- Describe the various types of legal fees that can be charged by law firms, and recognize the major types of retainer agreements that an attorney may use.
- Understand timekeeping systems and explain the difference between billable and nonbillable time.
- Understand the importance of and ethical considerations concerning client trust accounts.
- Understand the basic types of computer software programs used by law firms.

- Define the responsibilities of the human resource manager in a law firm, including hiring and following federal employment laws.
- Understand calendaring systems and how to calculate deadlines.
- Identify the different filing systems used by law firms and different ways to organize both files and law library resources.

### **Topical Description**

<b>Chapter</b>	<b>Material Covered</b>
	Introduction to class; Introduction to course
1	The Legal Industry
2	The Players
3	Legal Administration
4	The Role of the Paralegal/Legal Assistant
5	Professionalism
6	Attorney-Client Relationship
7	Paralegal Ethics and Communication
8	Legal Fees
9	Timekeeping and Billing
10	Law Office Accounting
11	Legal Technology
12	Human Resources
13	Calendar and Docketing
14	File and Law Library Management

### **Notes to Instructors**

None