LGL 130
Law Office Administration and Management

COURSE OUTLINE

Prerequisites:

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.

Semester Credits: 3 **Lecture Hours:** 3 **Lab/Recitation Hours:** 0

LGL 130
Law Office Administration and Management

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.

Identify the members and duties of a legal team and discuss what types of duties might be outsourced by a firm.

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 attorney-client relationship.

Learn the definition of ethics and how it applies 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.

Identify income and expenses in a law firm.

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.

LGL 130
Law Office Administration and Management

Required Materials:

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

Textbook:

<u>McGraw-Hill's Law Office Management For Paralegals</u>, Schaffer and Wietecki, McGraw-Hill, ISBN# 978-0-07-337694-3

No Supplementary Material Available

LGL 130
Law Office Administration and Management

Topical Description: (Outline chapters and sections to be covered in the book – may include timeline)

Chapter	Material Covered
	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

LGL 130
Law Office Administration and Management

Notes to Instructors
(List information about optional topics, departmental exams, etc)

1.

2.

3.

4.