

Virginia Western Community College

LGL 130

Law Office Administration and Management

Prerequisites

None

VCCS 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: [Semester Credits] 3

Lecture Hours: [Add Lecture Hours] 3

Required Materials

Textbook

Practical Law Office Management, 5th Edition, Cynthia Traina Donnes, Published by Cengage

Other Required Materials:

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

VWCC AND DISCIPLINE SPECIFIC 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.
- 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.

[TITLE IX STATEMENT](#)

[ADA STATEMENT](#)

