

LS215 LAW OFFICE MANAGEMENT**Credit Hours:** 3**Scheduled hours per week**

Lecture: 3

Lab: 0

Other: 0

Catalog Course Description: This course will cover the fundamentals of law office management. This course is designed to familiarize the legal assistant with the practical inner workings of a law office, including an understanding of law office procedures.

Pre-requisites: none

Co-requisites: none

Course Learning Outcomes:
Be familiar with the operation and management of a law office
Know the role of each member of the legal team
Explain case management and docketing
Know ethical billing and time keeping practices
Be familiar with legal marketing
Be familiar with practice management software
Be able to create a law office budget using excel
Know how to deliver customer service to clients

Topics to be studied:
The legal team
Legal administration & technology
Practice and case management
Client funds, billing, time-keeping
Legal marketing

Relationship of Course to Program or Discipline Learning Outcomes:	
Display a basic understanding of law and the legal system (certificate)	X
Summarize a history and evolution of the judicial system (certificate)	X
Identify the legal process and applicable laws (AAS, BAS)	X
Summarize different areas of the law at the state and federal levels (AAS, BAS)	X
Display decision-making and critical thinking skills as it relates to legal studies (AAS, BAS)	X

Relationship of Course to General Education Learning Outcomes:	
Composition and Rhetoric Students illustrate a fundamental understanding of the best practices of communicating in English and meet the writing standards of their college or program-based communication requirements.	X
Science & Technology Students successfully apply systematic methods of analysis to the natural and physical world, understand scientific knowledge as empirical, and refer to data as a basis for conclusions.	X
Mathematics & Quantitative Skills Students effectively use quantitative techniques and the practical application of numerical, symbolic, or spatial concepts.	X
Society, Diversity, & Connections Students demonstrate understanding of and a logical ability to successfully analyze human behavior, societal and political organization, or communication.	X
Human Inquiry & the Past Students interpret historical events or philosophical perspectives by identifying patterns, applying analytical reasoning, employing methods of critical inquiry, or expanding problem-solving skills.	X
The Arts & Creativity Students successfully articulate and apply methods and principles of critical and creative inquiry to the production or analysis of works of art.	X

Special requirements of the course:

Familiarity with Microsoft Excel or the ability to learn Microsoft Excel

Additional information:

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