



CLASS NUMBER AND NAME: LG331A LAW OFFICE MANAGEMENT I

TOTAL CLOCK HOURS/UNITS: 25 Hours/2.5 Units

PREREQUISITES: Completion of or concurrent enrollment in LG130A, B, C or D.

TEXT AND MATERIALS: Practical Law Office Management, 3rd Ed., Brent D. Roper, (2007) Thomson Del Mar Learning

CLASS DESCRIPTION: This course will cover the fundamentals of law office management. It is designed to familiarize the legal assistant with the practical workings of a law office including understanding law office procedures. Law office management goes beyond mere efficiency and productivity and includes being sensitive to ethical concerns and providing quality legal services to clients in an affordable manner.

CLASS OBJECTIVES: This class is designed to promote critical thinking skills through course discussions, assignments and chapter test reviews. Students will learn management procedures as they relate to a law office.

CLASS FORMAT OVERVIEW: The chapter assignments, chapter test banks and review questions will be discussed each week. Weekly chapter test banks and review questions will be reviewed and discussed each Friday.

TESTING: All chapter tests in Law Office Management I are completed in class. All grades are based completely on assignments, chapter tests, participation, and attendance.

GRADING POLICIES: Students must complete all assignments and chapter tests. Grades are based on standard percentages:

90-100% = A
80-89% = B
70-79% = C
60-69% = D
Less than 60% = F

Class participation and attendance are considered by the instructor in determining the final grade for the class.

ATTENDANCE:

If a student is absent 5 classes or tardy* 5 classes, or a combination of being absent and tardy 5 classes, then his or her grade will be dropped an entire letter grade.

If a student is absent 6 classes or tardy 6 classes, or a combination of being absent and tardy 6 classes, then he or she will be dropped from the class with an F.

*Tardy - being late to class 10 or more minutes.

**ANTICIPATED LEARNING
OUTCOMES:**

Upon completion of this course the student will:

1. Understand the working and management of a law office;
2. Be prepared for and understand what a legal assistant is expected to accomplish administratively once on the job;
3. Understand the types of law offices, staff positions, and possible office structures that exist in different types of law offices;
4. Have a working knowledge of common ethical and malpractice problems that exist for attorneys and legal assistants and how to avoid or handle these concerns and problems; and
5. Understand the application of timekeeping, billing, and client trust funds in a law office.