Wharton County Junior College

Administrative Master Syllabus

Course Information

Course Title	Law Office Management
Course Prefix, Num. and Title	LGLA 2307 – Law Office Management
Division	Technology and Business
Department	Paralegal Studies
Course Type	WECM Course
Course Catalog Description	This course presents fundamental principles and structure of management, administration, and substantive systems in the law office including law practice technology as applied to paralegals.
Pre-Requisites	None
Co-Requisites	None

Semester Credit Hours

Total Semester Credit Hours (SCH): Lecture Hours: Lab/Other Hours	3:3:0
Equated Pay Hours	3
Lab/Other Hours Breakdown: Lab Hours	0
Lab/Other Hours Breakdown: Clinical Hours	0
Lab/Other Hours Breakdown: Practicum Hours	0
Other Hours Breakdown	0

Approval Signatures

Title	Signature	Date
Division Chair:	David Kucera, Technology & Business Division Chair	08-01-2023

Rev. June 2023

Additional Course Information

Topical Outline: Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, and clinical or other non-lecture instruction).

Week 1
- Introduction: The Legal Marketplace: Firm Structure and Management Style, Job Descriptions and Requirements

Week 2
- Continued: The Legal Marketplace: Firm Structure and Management Style, Job Descriptions and Requirements

Week 3
- Personnel Relations: Recruiting, Hiring, Paying and Managing Employees

Week 4
- The Attorney-Client Relationship: Attracting Clients without violating the Disciplinary Rules

Week 5
- Paralegal Ethics and Client Relations: Keeping Clients without violating the Disciplinary Rules

Week 6
- Legal Fees; Exam #1 Review

Exam #1

Week 7
- Timekeeping

Week 8
- Billing and Financial Management: Billing

Week 9
- Collecting Fees, Budgeting and Profitability. Billing and Financial Management continued

Week 10
- Managing the Client Funds Trust Account
- Exam #2 Review
- Exam #2
- Field Project: Research Technology in the Law Office

Week 11
- Law Office Systems: Docket Control, Calendars, Ticklers, File Review

Week 12
- Law Office Systems continued

Week 13-14
- File and Records Management

Week 15
- Exam #3
- FINAL EXAM (EXAM NO. 4)

Course Learning Outcomes:

Learning Outcomes – Upon successful completion of this course, students will:

1. Analyze the fundamental principles of management, administration and substantive systems of the law office.
2. Implement use of technology in the management and administration of the law office.
3. Analyze the ethical considerations of the paralegal in the law office.

Methods of Assessment:
1. Assignments, Group Project, and Exams
2. Assignments and Group Project
3. Assignments and Group Project

Required text(s), optional text(s) and/or materials to be supplied by the student:

The Law Simulations Series by Diane Pevar , ISBN 9781454828822, Aspen Publishing
Fundamentals of Law Office Management w/CD, Nollkamper, Cengage publishing, current edition.
Hybrid portions require student have access to a computer and internet to utilize Blackboard and for outside study, work, and projects.

Suggested Course Maximum:

30

List any specific or physical requirements beyond a typical classroom required to teach the course.

None

Course Requirements/Grading System: Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course.

There are four exams in the course. The lowest exam grade is dropped and the remaining ones averaged to create an exam average (50% of final grade). The grades for all assignments are averaged for an assignments average (40% of grade). The student also receives a participation grade for the Group Project (10% of final grade).

Grading Scale:
A=100-90
B=89-80
C=79-70
D=69-60
F=59 and below

Curriculum Checklist:

☐**Administrative General Education Course** (from ACGM, but not in WCJC Core) – No additional documents needed.

☐**Administrative WCJC Core Course**. Attach the Core Curriculum Review Forms
 ☐Critical Thinking
 ☐Communication
 ☐Empirical & Quantitative Skills
 ☐Teamwork
 ☐Social Responsibility
 ☐Personal Responsibility

☒**WECM Course** -If needed, revise the Program SCANS Matrix and Competencies Checklist