



CLASS NUMBER AND NAME: LGN331B LAW OFFICE MANAGEMENT II

TOTAL CLOCK HOURS/UNITS: 24 Hours/2 Units

PREREQUISITES: Completion of LGN331A.

TEXT AND MATERIALS: *Fundamentals of Law Office Management: Systems, Procedures, and Ethics*. 5th Ed. Pamela Everett Nollkamper. 2014. Cengage Del Mar Learning (ISBN 9781133280842)

CLASS DESCRIPTION: This class is a continuation of Law Office Management I - LGN331A. The concepts of legal fees, timekeeping, billing, law office financial management, client operating and trust accounts, and office technology in the law firm are discussed and studied.

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

REQUIREMENTS: This is an approximate schedule and is subject to change at the instructor's discretion. The student is responsible for any missed information and handouts due to absences. Homework includes familiarizing yourself to the Calendar and Syllabus, textbook reading assignments, and study guide homework plus diagrams, flashcards, and practice tests all when appropriate to augment learning. The time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the materials and ¼ hour outside of class for each hour of structured lab time.

CLASS FORMAT OVERVIEW: The chapter assignments, chapter test banks and review questions will be discussed each week. Class time will be provided to complete assignments.

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

GRADING POLICIES: Course grades for each module will be based on the average of the scores received on tests, homework, attendance, and other course assignments. **No late homework assignments will be accepted by the instructor.** The attached course outline provides points available and homework policies.

Weighting of grades is as follows:

100% Homework, Quizzes, Final Exams or Written Papers

Combined grades from attendance, class participation, quizzes, final exams or written papers, as applicable, will be graded on the following scale:

100-90%	A
89- 80%	B
79- 70%	C
69- 65%	D
Below 65%	F

ATTENDANCE:

It is critical to the student's success to attend class every day. The student's presence for the entire hour is an important demonstration of the concept of professional demeanor and shows respect for the class. Therefore, students will only be marked present when they arrive on time and remain for the entire class session. A student must be present for 80 percent of the class, or she or he will be asked to leave the class and will receive a failing grade in the class.

**ANTICIPATED LEARNING
OUTCOMES:**

Upon completion of this course the student will:

1. Understand the importance of legal fees, billing styles, and establishment of fees by law firms;
2. Understand the importance of timekeeping, billing, and the ethical issues involved in timekeeping and billing clients;
3. Understand the importance of financial management, docket control/case management, and its relationship to malpractice, ethics, and providing quality services to clients;
4. Understand the distinction between law firm operating accounts and client trust accounts; and
5. Understand the basics of law office technology and the ethical use of law office technology.

LAW OFFICE MANAGEMENT II - OUTLINE

DATE/WEEK	MATERIAL TO BE COVERED	ASSIGNMENT/DUE DATE
WEEK ONE	Lecture/Overview Chapter 6 - Legal Fees HANDOUT: Fee Agreement Examples <u>All homework in class must be submitted in memorandum format unless otherwise indicated</u> (Assignments 100 points) <i>Final group project will be handed out this week: <u>due the last week of the module</u></i>	HW: Read Chapter 6 Do the following assignments: (1) Examples For Discussion #s 1, 3 and 5 (2) Choose Three SITUATIONS FINAL GROUP PROJECT ASSIGNMENT GIVEN (500 points)
WEEK TWO	Lecture/Overview Chapter 7 – Timekeeping HANDOUT: Timesheet Examples (Assignments 100 points)	HW: Read Chapter 7 Do the following assignments: (1) Examples For Discussion #1 (2) Assignments #1, 3 Please note that answer Assignment #3 will take a full week to complete <u>Assignment #3 must be done in Excel with formulas and it must be e-mailed to instructor.</u>
WEEK THREE	Lecture/Overview Chapter 8 - Billing and Financial Management (Assignments 100 points)	HW: Read Chapter 8 Do the following assignments: (1) Examples For Discussion, #1, 2 (2) Assignments #1, 4
WEEK FOUR	Lecture/Overview Chapter 9 - Managing the Client Funds Trust Account (Assignments 100 points)	HW: Read Chapter 9 Do the following assignments: (1) Examples for Discussion, #1, 2 (2) Assignments #1 <u>Assignment #1 must be done in Excel with formulas and emailed to instructor</u>
WEEK FIVE	Lecture/Overview Chapter 10-Technology in the Law Office (Homework 100 points)	HW: Read Chapter 10 Do the following assignments: (1) Examples for Discussion #1, 2 (2) Assignments #3
WEEK SIX	<u>FINAL PROJECT WORTH 500 POINTS DUE THE LAST DAY OF CLASS</u>	Final project review Turn in the last day of class

The instructor reserves the right to reconfigure the above with prior notice to the class. The class objectives will be met regardless of deviation from this outline.

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reading assignments, and study guide homework plus diagrams, flashcards, and practice tests all when appropriate to augment learning. The time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the materials and ¼ hour outside of class for each hour of structured lab time.