

CLASS NUMBER AND NAME: LG331A LAW OFFICE MANAGEMENT I

TOTAL CLOCK HOURS/UNITS: 24 Hours/2 Units

PREREQUISITES: Completion of or concurrent enrollment in LGN130A, B, C, or D, Business Law I, II, III, or IV

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

CLASS DESCRIPTION: This course will cover the fundamentals of law office management. It is designed to familiarize the student 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 discussion, assignments, and chapter test reviews. Students will learn management procedures as they relate 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, review questions, and chapter tests will be discussed each week. Class time will be provided to complete assignments.

TESTING: All chapter tests in Law Office Management I will be completed in class. All grades are based on completed assignments, chapter tests, participation, and attendance. No make-up tests will be given in this class. However, the student may ask the instructor for extra-credit of up to 25 points.

CLASS 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.

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 (Absence from class negatively affects the grade)

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

ANTICIPATED LEARNING OUTCOMES:

Upon completion of this course the student will:

1. Understand the working and management of a law office;
2. Understand personnel relations in and communication skills appropriate to a law firm, review and understand management roles and leadership roles in a law firm;
3. Be prepared for and understand what legal support staff is expected to accomplish administratively on the job;
4. Understand the staff positions, and possible office structures that exist in different types of law offices;
5. Understand the basics of the attorney-client relationship;
6. Have a working knowledge of common ethical and malpractice problems that exist for attorneys and paralegals and how to avoid or handle these concerns and problems; and
7. Understand law office marketing concepts and techniques.

LAW OFFICE MANAGEMENT I - OUTLINE

DATE/WEEK	MATERIAL TO BE COVERED	ASSIGNMENT/DUE DATE
WEEK ONE	Lecture/Overview Chapter 1 - The Legal Marketplace (Chapter assignments 100 points) (Test 50 points)	HW: Read Chapter 1 Do Chapter Review, 1-15 (instructor will choose odd or even), Examples For Discussion #2 (Answer in Memorandum format), Assignments #s 2, 3, 4, 9 DUE Next _____ Test on _____
WEEK TWO	Lecture/Overview Chapter 2 - The Legal Team (Chapter assignments 100 points) (Test 50 points)	HW: Read Chapter 2 Do Chapter Review, 1-10 (instructor will choose odd or even), Examples For Discussion #3 (Answer in Memorandum format), Assignments #s 1, 2, 7, 9 DUE Next _____ Test on _____
WEEK THREE	Lecture/Overview Chapter 3 - Personnel Relations (Chapter assignments 100 points) (Test 50 points)	HW: Read Chapter 3 Examples For Discussion #2, Assignments Choose Three SITUATIONS, All Answers in Memorandum Format, DUE Next _____ Test on _____
WEEK FOUR	Lecture/Overview Chapter 4 - The Attorney-Client Relationship (Homework 100 points) (Test 50 points)	HW: Read Chapter 4 Do Examples For Discussion #1, 3, 4, Assignments-pp.163-164, Answer SITUATIONS #s 1 and 3, All Answers in Memorandum Format, DUE Next _____ Test on _____
WEEK FIVE WEEK SIX	Chapter 5 - Paralegal Ethics and Client Relations (Chapter assignments 100 points) (Test 50 points)	HW: Read Chapter 5 Examples for Discussion #s 1, 5, All Answers in Memorandum format, DUE THE LAST DAY OF CLASS, Quiz on 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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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.