

Prepared by the Department of Social Sciences, Behavioral Sciences, and Human Services

Date of Departmental Approval: March 2014

Date Approved by Curriculum and Programs: May 2014

Effective: Fall 2014

1. **Course Number:** LGS132  
**Course Title:** Law Office Management
2. **Course Description:** (formerly BIT132) Students learn to work in a law office environment and receive hands-on-training in billing, basic bookkeeping, form preparation and library maintenance. Legal ethics, attorney/client relationships, and the paralegal's role in maintaining files, libraries and client confidentiality are stressed.
3. **Student Learning Outcomes:** Upon successful completion of this course, students are able to do the following:
  - Engage in critical thinking by reading and writing about legal ethics and professional responsibility
  - Describe the paralegal in the law office setting
  - Distinguish between fact and opinion, identify and formulate problems, as well as propose and evaluate solutions.
  - Develop communication skills by organizing and presenting ideas in a logical order, collecting and using information presented
  - Conduct interviews, obtain information and prepare court forms and use information presented
  - Evaluate different concepts of law office management and different ways of handling cases, filing and docketing systems.
  - Prepare for real estate closings and litigation, including court forms
  - Recognize moral and ethical dilemmas, including subculture norms and personal and societal values
4. **Credit:** 1 credit
5. **Satisfies General Education Requirement:** No
6. **Co-requisite:** LGS130/BIT130
7. **Semester Offered:** Spring
8. **Suggested General Guidelines for Evaluation:** Students are evaluated by means of one examination, a written project, and class participation that demonstrates the ability to apply logic, reasoning and critical thinking.
9. **General Topical Outline:**
  - The Work of the Paralegal
  - Malpractice Avoidance
  - Legal Environments: Structures and People
  - Office Systems and Procedures
  - Specialized Legal Software
  - Law Office Accounting
  - Time Management
  - Records Management
  - In-House Law Library
  - Office Equipment
  - Legal Ethics and Responsibility
  - The Art of Communication
  - Professional Development