

# LAW C130: LAW OFFICE MANAGEMENT

Item	Value
Curriculum Committee Approval Date	02/21/2025
Top Code	140200 - Paralegal
Units	1.5 Total Units
Hours	27 Total Hours (Lecture Hours 27)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	Yes
Basic Skills	Not Basic Skills (N)
Repeatable	No
Open Entry/Open Exit	No
Grading Policy	Standard Letter (S), • Pass/No Pass (B)

## Course Description

A study of the systems and procedures for management and administration of legal entities, including structure and decision process, delegation, personnel selection, job descriptions, office policies, file systems, calendar systems, records management, new matters and client conflicts, facilities, communication, technology, billing systems, risk management, ethics, and paralegal employment. ADVISORY: LAW C100, or LAW C120 and LAW C128. Transfer Credit: CSU.

## Course Level Student Learning Outcome(s)

1. Compose and assess the job requirements of paralegals and legal managers and be able to evaluate personnel problems and supervision techniques.
2. Analyze and solve technology problems for specific legal applications based on fact situations and be able to debate the logic of the solutions.
3. Compare major management structures and administrative functions in legal organizations and be able to assess the systems of risk management based on specific fact situations.

## Course Objectives

- 1. Discuss the different types of law practices.
- 2. Identify the functions of legal administration.
- 3. Discuss major technology issues in law offices.
- 4. Define what the unauthorized practice of law is and list factors that are used to determine whether a paralegal is practicing law.?
- 5. Explain what a conflict of interest is and what a law office can do to limit conflict of interest problems.
- 6. Discuss factors that will promote effective client relationships.
- 7. Differentiate between timekeeping and billing.
- 8. Know the difference between billable and nonbillable time.
- 9. Discuss how the billing process works and what it entails.
- 10. Understand the purpose and importance of trust/escrow accounts.
- 11. Understand the purpose and importance of trust/escrow accounts.

- 12. Explain how to make docketing entries.
- 13. Discuss how to calculate court deadlines.
- 14. Discuss different marketing options that are available to most law offices.
- 15. Identify ethical problems that may arise in carrying out a marketing plan.
- 16. Explain centralized and decentralized filing systems.

## Lecture Content

Overview Management Perspectives 1 Hour Role of the Administrator 1 Hour Ethical Considerations 1 Hour Planning and Decision Making Leadership and Supervision 1 Hour Steps in the Planning Process Hour Factors that Influence Hour Techniques and Barriers 1 Hour Organizing and Organizations The Importance of Organizing 1 Hour Organizational Cultures Hour Systems and Procedures 1 Hour Ethical Considerations Hour Directing 2 Hours Authority and Delegation Power Controlling Resources Technology and Utilization 1 Hour Measuring Effectiveness Hour Time Management 1 Hour Risk Management/Ethics 1 Hour Financial Management Timekeeping and Billing 1 Hour Trust Accounts/Ethics 2 Hours Budgets and Fiscal Control Hour Financial Reporting and Profitability 1 Hour Human Resources Major Activities 1 Hour Legal and Ethical Constraints 1 Hour Evaluating Human Resources 1 Hour Facilities Management 1 Hour The Future A Changing Profession 1 Hour Advancing in the Profession 1 Hour Final Examination 2 Hours

## Lab Content

Students working together to formulate a model law firm.

## Method(s) of Instruction

- Lecture (02)
- DE Live Online Lecture (02S)
- DE Online Lecture (02X)

## Instructional Techniques

Multiple methods of instruction will be used to enhance student understanding of the paralegal profession. Lectures, discussions, forums, interactive activities, and group projects will be utilized to facilitate the learning process. This class requires the use of various methods of audio visuals such as PowerPoint presentations, audio, and video.

## Reading Assignments

Students will read from the course textbook as well as any other primary and/or secondary readings assigned by the instructor.

## Writing Assignments

Students will be required to complete written homework assignments and complete written assignments resulting from the materials gathered in formulation of a model law firm

## Out-of-class Assignments

Outside of the classroom students will complete the required readings; work on assigned papers, reports, and projects; study for tests; conduct research; and communicate with the instructor and/or fellow students through telephone, email, discussion boards, or virtual chat.

### **Demonstration of Critical Thinking**

Written assignments resulting from the materials gathered in formulation of the model law firm

### **Required Writing, Problem Solving, Skills Demonstration**

Formation of a model law firm and application of problem solving techniques to a specific fact situation

### **Eligible Disciplines**

Law: J.D. or LL.B NOTE: Courses in aspects of law for application to a particular discipline may be classified, for minimum qualifications purposes in the discipline of the application. Master's degree required.

### **Textbooks Resources**

1. Required Donnes, C.. Practical Law Office Management, 4 ed. Cengage Learning, 2017 Rationale: -

### **Other Resources**

1. Coastline Library