

J. Sargeant Reynolds Community College
Course Content Summary

Course Prefix and Number: LGL 130

Credits: 3

Course Title: Law Office Administration and Management

Course Description:

Introduces management principles and systems applicable to law firms, including record keeping, disbursements, escrow accounts, billing, and purchasing. May include accounting methods and software packages applicable to law firms. Prerequisite: LGL 110 Introduction to Law and the Paralegal. Prerequisite or Co-requisite: ENG 111 (or permission of instructor). Lecture 3 hours. Total 3 hours per week. 3 credits

General Course Purpose:

This course is a requirement for the Paralegal Studies AAS degree (General Practice)

Course Prerequisites and Co-requisites:

Prerequisite: LGL 110 Introduction to Law and the Paralegal
Prerequisite or Co-requisite: Eng 111 (or permission of instructor)

Student Learning Outcomes:

1. **Understand Legal Practices and Team Dynamics**
Identify the different types of law practices and their advantages and disadvantages and explain the roles and responsibilities of legal team members, including tasks that may be outsourced.
2. **Demonstrate Proficiency in Legal Office Systems and Management**
Explain the distinctions between practice management and administrative management, including the use of filing, calendaring, and timekeeping systems, as well as key law office software applications.
3. **Exhibit Professional and Ethical Competence**
Apply ethical principles and professional standards relevant to legal practice, demonstrating an understanding of the attorney-client relationship, client trust accounts, and the importance of professionalism in the legal field.
4. **Develop Practical Legal and Paralegal Skills**
Articulate legal concepts through the preparation of accurate and professional legal documents, demonstrate knowledge of various legal fee structures, and manage deadlines effectively using appropriate systems and tools.

Major Topics to be Included:

1. Law Office Systems and Technology
2. Professional Roles, Ethics, and Team Dynamics
3. Financial and Operational Management

Effective Date/Updated: December 5, 2024