

LEX 270 Law Office Management and Technology

COURSE DESCRIPTION:

Prerequisites: ENG 090 and RED 090 or DRE 098; or satisfactory score on placement test Corequisites: None

This course provides an overview of law office management and organization. Topics include office forms, filing systems, billing/time keeping, computer systems, calendar systems, library administration, case management, office/personnel procedures, ethics, and technology. Upon completion, students should be able to establish and maintain various law office systems, monitor case progress, and supervise non-lawyer personnel.

Course Hours per Week: Class-1; Lab-2. Semester Hours Credit-2.

LEARNING OUTCOMES:

Upon completing requirements for this course, the student will be able to:

1. (Office Forms) Create and maintain form documents for use by attorneys and co-workers to enhance

VII. Library Administration

VIII. Case Management

IX. Office/Personnel Procedures

X. Ethics

- A. Risk Management for Legal Support Staff
- B. Conflicts of Interest

XI. Computer Systems and Technology

- A. Email, Internet, and the Wireless Age

REQUIRED TEXTBOOK AND MATERIAL:

The textbook and other instructional material will be determined by the instructor.