



### **Course Description**

#### **PLA2763 | Law Office Management | 3.00 credits**

A survey of economical and efficient law office practices and procedures including the proper use of law office equipment; business data processing law office management, personnel selection, training and management; employer/employee relationships; correct utilization of time and space; correct time keeping and billing procedures. Courses must be met with a grade of "C" or higher. Prerequisites: PLA 2003 or PLA 2705.

### **Course Competencies**

**Competency 1:** The student will develop skills in the proper use of law office equipment, business data processing, and law office management by:

1. Utilizing law office equipment effectively and efficiently, ensuring its proper maintenance and maximizing productivity in day-to-day operations.
2. Implementing business data processing techniques, such as document management systems and electronic case management, to enhance efficiency and organization within the law office.
3. Applying principles of law office management, including personnel selection, training, and management, to create a productive and harmonious work environment.

**Competency 2:** The student will gain knowledge and skills in managing employer/employee relationships, optimizing time and space utilization, and implementing correct timekeeping and billing procedures by:

1. Navigating the complexities of employer/employee relationships, understanding legal obligations, and fostering effective communication and collaboration within the law office.
2. Optimizing the utilization of time and space within the law office, implementing efficient workflows and space management strategies to enhance productivity and minimize waste.
3. Ensuring accurate and compliant timekeeping and billing procedures, adhering to ethical standards and legal requirements in recording billable hours and processing client invoices.

**Competency 3:** The student will develop competencies in managing law office operations, employing data processing techniques, and implementing proper timekeeping and billing procedures by:

1. Streamlining law office operations through the application of efficient processes, workflow automation, and the integration of technology to increase productivity and reduce administrative overhead.
2. Integrating data processing techniques, such as case management software and legal research databases, into the law office workflow to enhance information management and retrieval.
3. Demonstrating proficiency in accurate timekeeping and billing procedures, ensuring transparency, compliance, and client satisfaction in the financial aspects of law office management.

### **Learning Outcomes:**

1. Communication
2. Computer / Technology Usage
3. Critical Thinking
4. Numbers / Data