

# PALE 222 : Law Office Management

Approaches to the organization with focus on the efficient operation of the law office, management problems in the law office, hiring, scheduling, office structures and systems, accounting and billing procedures, the management of non-attorney personnel, forms libraries, information storage, and retrieval systems, office equipment, management of the law office library, purchasing of law office supplies, client relations.

**Credits** 3

**CIP Code**

22.0302

**Prerequisites**

(LIBR 150 may be taken concurrently).

**Prerequisite Courses**

ENGL 111

LIBR 150

**Course Outcomes**

After successfully completing the course, the learner will be able to:

- The structure and organization of law offices
- Comprehensive and realistic view of how a law office functions
- Development of essential skills necessary to work efficiently in a law office
- Timekeeping
- Billing and financial management
- Docket control systems
- File and records management
- Law library organization and management
- Appreciation for maintaining ethical boundaries in the context of paralegal-client interaction