SYLLABUS
PART I
EDISON COMMUNITY COLLEGE
LEG 218S LAW OFFICE MANAGEMENT
3 CREDIT HOURS

COURSE DESCRIPTION

Overview of management and techniques as they apply to the law office. Common procedures for various types and sizes of law practices, accounting, fees and billing, records management, and state-of-the-art technology will be discussed. Prerequisite: LEG 110S and CIT 100S or CIT 110S.

COURSE GOALS

The student will:

Bloom's Level		Program Outcomes
1	1. Define basic management terminology.	6
3A	2. Accept the complexity of management decisions.	6
2	3. Compare specialized computer software available to law offices.	7
3	4. Demonstrate a basic understanding and hands-on operation of various office machines.	6
3A	5. Accept the importance of time management and its documentation by keeping track of time spent on various projects.	6
5	6. Compile a benefits package to attract and keep employees.	4
3	7. Develop effective procedures which apply to the operation of a law office through calendars, ticklers, etc.	6, 7
3A	8. Accept the concept of professionalism and how it affects law office personnel.	6
2	9. Discuss the importance of confidentiality and other ethical matters in the law office setting.	5
3A	10. Accept responsibility to be an effective and productive contributor to a law office.	6
3	11. Complete the requirements to become a Notary Public.	1
2, 5	12. Describe job interview techniques and write a resume and a cover letter.	3, 7

An "A" indicates the Affective Domain.

CORE VALUES

The Core Values are a set of principles which guide in creating educational programs and environments at Edison. They include communication, ethics, critical thinking, human diversity, inquiry/respect for learning, and interpersonal skills/teamwork. The goals, objectives, and activities in this course will introduce/reinforce these Core Values whenever appropriate.

TOPIC OUTLINE

1. Management
    a. Concepts
    b. Techniques
    c. Ethical Considerations
2. Organization of Private Law Firms
    a. Solo Practice
    b. Office-Sharing Practice
    c. Group Practice

    d. Legal Administrators
3. Compensation and Profit Sharing
    a. Compensation of Owners
    b. Compensation of Staff
    c. Applicable Taxes
    d. Benefits
    e. Death and Retirement
4. Accounting and Timekeeping
    a. Concept
    b. Mechanics
    c. Basic Records of Account
    d. Bookkeeping Systems
    e. Monthly Report
    f. Overhead Ratios
    g. Cash Flow and Control
    h. Capital Accounts
    i. Trust Accounts
5. Legal Fees
    a. Types
    b. Contracts for Services Agreements
    c. Setting
    d. Billing
    e. Collecting
6. Administrative Support
    a. Filing Systems
    b. Interview Checklists
    c. Ticklers
    d. Information Retrieval
    e. Library Maintenance
7. Modern Technology
    a. Computers
    b. Software
    c. Telephones & Telephone Skills
    d. Photocopiers
    e. Facsimile
8. Job-Search Process
    a. Interview Techniques
    b. Cover Letter
    c. Resume