| **PROFESSOR:** |   |
| --- | --- |
| **OFFICE LOCATION:** |   |
| **OFFICE HOURS:** |   |
| **PHONE NUMBER:** |   |
| **E-MAIL:** |   |
| **SEMESTER:** |   |
| **DELIVERY METHOD:** |   |

# COURSE NUMBER AND TITLE, CATALOG DESCRIPTION, CREDITS:

## PLA 2763 Law Office Management (3 Credits)

This course covers principles of organization and management, management styles, communications process, utilizing paralegals, management of office employees, office environment, office systems, office functions, financial management, and ethical considerations in law office management.

## PREREQUISITES FOR THIS COURSE:

ENC 1101

### CO-REQUISITES FOR THIS COURSE:

None

## GENERAL COURSE INFORMATION:

Topic Outline

Definition of management terms: Delegation, unity of command, planning, organizing, controlling, docket control, esprit de corps

Management concepts and theories: McGregor’s Theory X and Y; Classical versus Human Relations Theory; Maslow’s Hierarchy of Needs, Scanlon Plan

Forms of business utilized by law firms

Techniques for developing confidence in law firm and its personnel

Fee setting

Recruiting and selecting personnel for law firm. Rules and regulations applied to interviewing process

Client files: Opening, maintaining and closing

Law Office Staff Manual: Contents and Maintenance

Office layout and organization

Filing systems: Types, application and retrieval

Ethical issues in law office management

## ALL COURSES AT FLORIDA SOUTHWESTERN STATE COLLEGE CONTRIBUTE TO THE GENERAL EDUCATION PROGRAM BY MEETING ONE OR MORE OF THE FOLLOWING GENERAL EDUCATION COMPETENCIES:

**C**ommunicate clearly in a variety of modes and media.

**R**esearch and examine academic and non-academic information, resources, and evidence.

**E**valuate and utilize mathematical principles, technology, scientific and quantitative data.

**A**nalyze and create individual and collaborative works of art, literature, and performance.

**T**hink critically about questions to yield meaning and value.

**I**nvestigate and engage in the transdisciplinary applications of research, learning, and knowledge.

**V**isualize and engage the world from different historical, social, religious, and cultural approaches.

**E**ngage meanings of active citizenship in one’s community, nation, and the world.

A. General Education Competencies and Course Outcomes

1. Listed here are the course outcomes/objectives assessed in this course which play an integral part in contributing to the student’s general education along with the general education competency it supports.

 General Education Competency: Evaluate

 Course Outcomes or Objectives Supporting the General Education Competency Selected:

 10.03 Discuss the various aspects of fee setting in the law office to include fixed fees, minimum fees, contingent fees, retainers, payment schedules, and billing practice.B. Other Course Objectives/Standards

10.0 Demonstrate knowledge of management techniques and procedures.

 (Program Outcome)

 The student will be able to:

10.01 Define a variety of terms and concepts relating to law office management and structure.

10.02 List and discuss techniques for improving the confidence that clients will have in the personnel of the law office.

10.04 Describe the steps and procedures involved in recruiting and selecting personnel for the law office.

10.05 Describe how client files are opened, maintained, and closed.

10.06 Describe the purpose and content of an employee handbook.

10.07 Describe a typical law office; its purposes and uses.

10.08 Describe a filing system that would be suitable for a small law office.

10.09 List the advantages of data management and microcomputer skills in a law office.

10.10 Describe the elements of an emergency preparedness plan for a law office.

## DISTRICT-WIDE POLICIES:

### PROGRAMS FOR STUDENTS WITH DISABILITIES

Florida SouthWestern State College, in accordance with the Americans with Disabilities Act and the College’s guiding principles, offers students with documented disabilities programs to equalize access to the educational process. Students needing to request an accommodation in this class due to a disability, or who suspect that their academic performance is affected by a disability should contact the Office of Adaptive Services at the nearest campus. The office locations and telephone numbers for the Office of Adaptive Services at each campus can be found at <https://www.fsw.edu/adaptiveservices>.

### REPORTING TITLE IX VIOLATIONS

Florida SouthWestern State College, in accordance with Title IX and the Violence Against Women Act, has established a set of procedures for reporting and investigating Title IX violations including sexual misconduct. Students who need to report an incident or need to receive support regarding an incident should contact the Equity Officer at equity@fsw.edu. Incoming students are encouraged to participate in the Sexual Violence Prevention training offered online. Additional information and resources can be found on the College’s website at <https://www.fsw.edu/sexualassault>.

## REQUIREMENTS FOR THE STUDENTS:

List specific course assessments such as class participation, tests, homework assignments, make-up procedures, etc.

## ATTENDANCE POLICY:

The professor’s specific policy concerning absence. (The College policy on attendance is in the Catalog and defers to the professor.)

## GRADING POLICY:

Include numerical ranges for letter grades; the following is a range commonly used by many faculty:

| **Grade Percent** | **Letter Grade** |
| --- | --- |
| 90 - 100 | A |
| 80 - 89 | B |
| 70 - 79 | C |
| 60 - 69 | D |
| Below 60 | F |

(Note: The “incomplete” grade [“I”] should be given only when unusual circumstances warrant. An “incomplete” is not a substitute for a “D,” “F,” or “W.” Refer to the policy on “incomplete grades.)

## REQUIRED COURSE MATERIALS:

(In correct bibliographic format.)

## RESERVED MATERIALS FOR THE COURSE:

Other special learning resources.

## CLASS SCHEDULE:

This section includes assignments for each class meeting or unit, along with scheduled Library activities and other scheduled support, including scheduled tests.

## ANY OTHER INFORMATION OR CLASS PROCEDURES OR POLICIES:

(Which would be useful to the students in the class.)