



**TRINITY VALLEY COMMUNITY COLLEGE  
ADMINISTRATIVE-MASTER SYLLABUS**

The Administrative- Master Syllabus is an administrative tool; it is **not intended to be distributed to students.** It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of TVCC, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction. The Administrative-Master Syllabus will demonstrate that there is consistency and comparability in course offerings.

**Course Title**

**Law Office Management**

**Course Prefix and Number**

**LGLA 2307**

**Department –**

**Division Workforce Education – Legal Assistant Technology**

**Course Type – select from one of the following categories.**

- Academic General Education Course (from ACGM – but not in TVCC Core)
- Academic TVCC Core Course
- WECM Courses

**Semester Credit Hours: Lecture Hours: Lab/other hours**

Semester Credit Hours	Lecture Hours	Lab/Other* Hours
3	3	0

Other hours include practicum, clinical or other types of non-lecture instruction. \*If other, please specify: \_\_\_\_\_

## Course Catalog Description

**This course presents the fundamentals of law office management and organization including basic principles and structure of management, administrative and substantive systems in the law office and law practice technology. The student will identify and explain the fundamental principles of management and administrative and substantive systems of the law office; explain the role of technology in the management and administration of the law office; apply management principles and technology; and explain ethical issues relating to the law office.**

## Prerequisites/co requisites

None

## Topical Outline

Chapter 1 – The Legal Marketplace  
Chapter 2 – The Legal Team  
Chapter 3 – Personnel Relations  
Chapter 4 – The Attorney-Client Relationship  
Chapter 5 – Legal Assistant Ethics and Client Relations  
Chapter 6 – Legal Fees  
Chapter 7 – Timekeeping  
Chapter 8 – Billing and Financial Management  
Chapter 9 – Managing the Clients/Funds Account  
Chapter 10 – Technology in the Law Office  
Chapter 11 – Law Office Systems  
Chapter 12 – Docket Control Systems  
Chapter 13 – Records and File Management  
Chapter 14 – Law Library Organization and Management

## Course Learning Outcomes

**Analyze the fundamental principles of management, administration and substantive systems of the law office; implement appropriate use of technology in the management and administration of the law office; and apply management principles, technology, and ethics relating to law office operations.**

**Relationship to General Education Outcomes** – In addition to the core competencies, Trinity Valley Community College has established ten general education

goals which specify knowledge and skills that students should gain from completing courses in the various component areas of the core curriculum. Information regarding curriculum and assessment as a means for the improvement of student learning through the general education component. (Select all that apply.)

Mark with an "X"	General Education Outcome
	A. To communicate clearly and effectively in both oral and written English.
	B. To improve reading skills focused on comprehending, analyzing, interpreting, and evaluating printed materials.
	C. To understand mathematical information and utilize mathematical skills.
X	D. To demonstrate qualitative and quantitative critical thinking skills.
	E. To understand and appreciate cultural and ethnic diversity.
X	F. To utilize computer based technology in accessing information, solving problems, and communicating.
	G. To recognize and evaluate artistic achievements in the visual and performing arts.
	H. To improve basic understanding of political, economic, and social systems.
	I. To demonstrate knowledge of the physical universe and living systems.
	J. To develop skills and strategies to become an engaged learner.

**Required Text(s)**

**Fundamentals of Law office Management 4th. ed., by Everett-Nollkamper, ISBN 9781428319288 by J.A. Majors.**

**Optional Text(s)**

**Material/Technology to be supplied by the student.**

Pen, pencils and paper to take lecture notes.

**Course Requirements/Grading System** – describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course; not intended to restrict the individual nature by which each faculty member who teaches the course determines course requirements and final student performance, but should offer consistency within reason for all sections taught for those departments without a standardized format.

Instruction will be by lecture/demonstration/discussion, with emphasis on student-teacher interaction.

***Approvals – the contents of this document have been reviewed and are found to be accurate.***

Prepared by	Signature	Date
Department Head	Signature	Date
Division Chair	Signature	Date
Vice President	Signature	Date