

LGLA 2307
Law Office Management
Course Syllabus

PROFESSOR: Kim Dayton
OFFICE: LB120C
TELEPHONE: Office (806) 716-4662
OFFICE HOURS: As posted at office.
E-MAIL: khayes@southplainscollege.edu
CLASS TIME: 24 hours/day
CLASSROOM: I-NET/Blackboard

COURSE DESCRIPTION: This course presents the fundamentals of law office management and organization, including basic principles and structures of management, administrative and substantive systems in the law office, and law practice technology.

COURSE OBJECTIVES: Students successfully completing this course will understand the fundamental principles of law office organization and management, and the paralegal's role in law office administration; understand the use of law office management systems and software; be familiar with law office technology; and be prepared to perform administrative and management duties and functions commonly found in law offices.

TEXTBOOK: *Fundamentals of Law Office Management* by Nollkamper, Pamela; Delmar Cengage Learning Publishers.

(If a new edition of this textbook is released and adopted for this course, additional information will be provided in the "Start Here" module on Blackboard. Additionally, information as to where to purchase or access the book will be given in the "Start Here" module.)

ASSIGNMENTS: Weekly class assignments (number to be determined by the instructor) will be submitted through Blackboard by the stated due date and time. Some assignments may permit students to earn "bonus" points. While students may work together on some assignments when indicated by the professor, students may not simply copy and submit another student's answers.^[1] Copying answers will not result in learning and, at the teacher's discretion, may result in both/all involved students not receiving credit for part or all of an assignment.

GRADING: The weekly class assignments (number determined by instructor) will count 75% of the final grade. One exam will be given at the end (or near the end) of the semester and will count 25% of the final grade. Late class assignments will not be accepted. Assignments will not be accepted by email. Computer and network problems are not an acceptable excuse for non-submitted assignments. No makeup exams will be given. Grade equivalents: 90 to 100% = A; 80 to 89% = B; 70 to 79% = C; 60 to 69% = D; < 60% = F.

COMPUTERS: Laptop computers may be used during class for class-related purposes only and provided computer speakers are muted. Wireless internet access is provided at SPC for education-related purposes only. Paralegal Studies students also have access to computers available in

LBC109, as well as other SPC campuses. All student work must be saved on a removable storage device, e.g. a flash drive, and not on an SPC computer.

Student-Owned Computer Equipment: Students may choose to use their own computer equipment to complete the assigned coursework. SPC provides Microsoft Office to students for installation and use on their personal computers. It is the sole responsibility of the student to ensure his / her computer system meets the minimum requirements for all required or suggested software. It is also the sole responsibility of the student to insure his / her computer system is in working order, free of malware, and sufficient to complete assigned coursework. The instructor is not responsible for the student's computer maintenance and cannot troubleshoot or repair issues on student-owned computers. If the student needs computer assistance, he/she can contact the SPC student helpdesk.

NOTICE TO STUDENTS: In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

For Intellectual Exchange, Disabilities, Non-Discrimination, Title IX Pregnancy Accommodations, CARE (Campus Assessment, Response, and Evaluation) Team, and Campus Concealed Carry, please refer to [Syllabus Statements \(southplainscollege.edu\)](http://southplainscollege.edu).

TENTATIVE SCHEDULE

The following is the tentative schedule for this course. Changes will be made as needed as we progress throughout the semester. Tests and assignments will be scheduled as we progress through the material. Make sure you frequently check Blackboard, announcements, and emails for the due dates of tests and assignments.

Week	Topic to be discussed:
1	Introduction to the course; Syllabus
2	Characteristics of law offices
3	The legal team
4	Human resources
5	Attorney – client relationships
6	Ethics
7	Fees
8	Timekeeping / recordkeeping
9	Billing
10	Spring Break
11	IOLTA; client accounts
12	Technology
13	Systems
14	Record / file management

15	Docket control
16	Resources

[1] Plagiarism: Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from the themes, reports or other writings of a fellow student, is guilty of plagiarism.