



## Course Number and Title: PLG 285 Law Office Management & Procedures

**Campus Location:**  
Georgetown, Dover

**Effective Date:**  
2020-51

**Prerequisite:**  
ENG 090 or ENG 091 or EAP 093 or higher, PLG 170

**Co-Requisites:**  
none

**Course Credits and Hours:**  
3.00 credits  
2.00 lecture hours/week  
2.00 lab hours/week

**Course Description:**

This course studies all phases of law office procedures and the management and organization of a law office, the various software used, and filing principles. Development and usage of systemization within the law office are emphasized. Principles and legal theory are demonstrated through practical application.

**Required Text(s):**

Obtain current textbook information by viewing the [campus bookstore - https://www.dtcc.edu/bookstores](https://www.dtcc.edu/bookstores) online or visit a campus bookstore. Check your course schedule for the course number and section.

**Additional Materials:**  
None

**Schedule Type:**  
Classroom Course

**Disclaimer:**  
None

**Core Course Performance Objectives (CCPOs):**

1. Use basic legal terminology encountered in legal documents and correspondence. (CCC 1, 4; PGC 1, 3)
2. Complete a variety of law office production assignments. (CCC 2, 5; PGC 2, 4, 5)
3. Explain calendaring and billing requirements in a legal setting. (CCC 4; PGC 4, 5)
4. Describe the general law firm accounting procedures and corresponding ethics. (CCC 4; PGC 1, 3, 5)

See Core Curriculum Competencies and Program Graduate Competencies at the end of the syllabus. CCPOs are linked to every competency they develop.

**Measurable Performance Objectives (MPOs):**

Upon completion of this course, the student will:

1. Use basic legal terminology encountered in legal documents and correspondence.
  1. Use correct terminology in the preparation of legal documents.
  2. Explain terms frequently encountered in various areas of legal practice.
2. Complete a variety of law office production assignments.
  1. Apply legal concepts of various areas of law to law office production assignments.
  2. Draft various legal documents independently.
3. Explain calendaring and billing requirements in a legal setting.
  1. Explain how to make docketing entries.
  2. Discuss how to calculate court deadlines.
  3. Explain why a poor docket system is harmful to a law office and how it can lead to ethical and malpractice claims.
  4. Differentiate between manual and computerized docket systems.
  5. Differentiate between timekeeping and billing.
  6. Describe major types of legal fee agreements.
  7. Describe differences between billable and non-billable time.
4. Describe the general law firm accounting procedures and corresponding ethics.
  1. Describe the purpose and importance of trust/escrow accounts.
  2. Discuss the ethics rules regarding safeguarding client funds.
  3. Identify strategies for maintaining strong financial internal controls.

**Evaluation Criteria/Policies:**

Students must demonstrate proficiency on all CCPOs at a minimal 75 percent level to successfully complete the course. The grade will be determined using the Delaware Tech grading system:

92	-	100	=	A
83	-	91	=	B
75	-	82	=	C
0	-	74	=	F

Students should refer to the [Student Handbook - https://www.dtcc.edu/handbook](https://www.dtcc.edu/handbook) for information on the Academic Standing Policy, the Academic Integrity Policy, Student Rights and Responsibilities, and other policies relevant to their academic progress.

**Final Course Grade:**

Calculated using the following weighted average

Evaluation Measure	Percentage of final grade
Summative: Tests (4) (equally weighted)	40%
Summative: Final Exam	20%
Summative: Written Report	15%
Formative: Project Assignment	15%
Formative: Homework/Participation (equally weighted)	10%
TOTAL	100%

**Core Curriculum Competencies (CCCs are the competencies every graduate will develop):**

1. Apply clear and effective communication skills.
2. Use critical thinking to solve problems.
3. Collaborate to achieve a common goal.
4. Demonstrate professional and ethical conduct.
5. Use information literacy for effective vocational and/or academic research.
6. Apply quantitative reasoning and/or scientific inquiry to solve practical problems.

**Program Graduate Competencies (PGCs are the competencies every graduate will develop specific to his or her major):****PLGAASPLG**

1. Explain the present and potential role of the paralegal within the legal system.
2. Produce documents necessary for a functioning law office.
3. Comply with the profession's Code of Ethics within the legal system.
4. Use a range of research methods and information necessary to complete a variety of legal activities.
5. Apply acquired knowledge of legal specialty areas in the workplace.

**Disabilities Support Statement:**

The College is committed to providing reasonable accommodations for students with disabilities. Students are encouraged to schedule an appointment with the campus Disabilities Support Counselor to request an accommodation needed due to a disability. A listing of campus Disabilities Support Counselors and contact information can be found at the [disabilities services - https://www.dtcc.edu/disabilitysupport](https://www.dtcc.edu/disabilitysupport) web page or visit the campus Advising Center.