

PRL 282: Law Office Management and Procedures

This course focuses on the organization and policies and procedures of a law office. Upon completion, students should be able to establish and maintain various law office systems, monitor case progress and supervise non-lawyer personnel. The focus of this class is the legal software commonly used to help manage the work, timekeeping, calendaring, case management, and billing in law offices. **Offered Summer semester only.**

Credits: 3

Prerequisites:

PRL 101

PRL 102

Program: Paralegal
Business Administration

Theory Credit: 3