

PARA 1145: Law Office Management

Introduces the student to common forms of law practice. The student will be exposed to methods of billing and time-keeping, automation in the law office, the law office library, the appropriate role of support staff in the law office, and ethical concerns relevant to law office management. Topics include: forms of law practice and insurance needs, support systems, support staff, and ethical responsibilities.

Credits: 3

Co-Requisites:

PARA 1100

Program: [Paralegal Studies](#)