



Wayne County Community College District

COURSE SYLLABUS

PLT 130 Law Office Procedures and Management

CREDIT HOURS: 3.00

CONTACT HOURS: 45.00

COURSE DESCRIPTION:

This course will provide students with an understanding of the role of the paralegal in the law office. Students will examine the structure of a law office, time and records management, billing methods, technology and computers, administrative procedures, client relations, office operating procedures, and professionalism in the workplace.

PREREQUISITE: Program Admission

EXPECTED COMPETENCIES:

Upon completion of this course, students will be familiar with:

- Differences in law offices, in-house counsel to governmental, and how each operates.
- The importance of ethics in the operation of a law office.

ASSESSMENT METHODS:

Student performance may be assessed by examination, quizzes, case studies, oral conversation, group discussion, oral presentations. The instructor reserves the option to employ one or more of these assessment methods during the course.

GRADING SCALE:

90%-100% = A
80%-89.9%= B
70%-79.9%= C
60%-69.9%= D
<60% = E