

WILMINGTON UNIVERSITY
COURSE SYLLABUS

FACULTY MEMBER:

TERM:

COURSE TITLE: Law Office Administration & Technology

COURSE NUMBER: LES 380

OFFICE HOURS/METHOD OF CONTACT:

GOAL C: Perform all delegated functions in conformity with the legal and ethical principles regulating the legal services industry
Learning Outcomes: Students will be able to:
C-1 Apply ethical rules to hypothetical situations
C-2 Describe ethical concerns with respect to metadata in documents
C-3 Describe the ethical considerations related to the use of technology in a law office
GOAL D: Organize and maintain printed and electronic information related to multiple ongoing interests through effective prioritization and time management
Learning Outcomes: Students will be able to:
D-1 Identify how computers are used in a legal organization.
D-2 Identify the various technological equipment typically found in a law firm
D-3 Explain the usefulness of computerized case management software
D-4 List the advantages and disadvantages to paper files and electronic files
D-

3. Lecture and discussion

B. Evaluation Procedures:

Assignments (7)	20%
Quizzes (5)	15%
Midterm Exam (1)	20%
Discussions (6)	15%
Final Exam (1)	30%
Total:	100%

COURSE SCHEDULE AND CHECKLIST:

Class Introductions	Not Graded
Week 1 Written Assignment	Assignment
Week 1 Discussion	Discussion
Week 1 Quiz	Quiz
Week 2 Written Assignment	Assignment
Week 2 Discussion	Discussion
Week 2 Quiz	Quiz
Week 3 Written Assignment	Assignment
Week 3 Discussion	Discussion
Week 3 Quiz	Quiz
Week 4 Hands-On Timekeeping Exercises	Assignment
Week 4 Discussion	Discussion
Week 4 Midterm Exam	Midterm Exam
Week 5 Case Brief	Assignment
Week 5 Hands-On Excel Exercises	Assignment
Week 5 Quiz	Quiz