

# LA 202: Law Office Management LEGAL STUDIES

Study of the procedures, systems, and ethics of a law office, including timekeeping, file management, document management, library maintenance, and professional development of paralegals.

3 Credits

### **Prerequisites**

- LA 201: Introduction to Law
- Engl 101 or Hon 101

### Instruction Type(s)

- Lecture: Lecture for LA 202
- Lecture: Web based lecture for LA 202
  Lecture: Web Based Lecture for La 202
- Lecture: Web Based Lecture for La 313
- Lecture: Compressed Video for LA 202
- Lecture: Paralegal Program for LA 202

## **Subject Areas**

• Legal Assistant/Paralegal

#### **Related Areas**

• Court Reporting/Court Reporter

