

## **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 or Writ 100 or Writ 101

#### **Instruction Type(s)**

- Lecture: 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](#)

