

## 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](#) \$target.descriptions.MinimumGrade\$
- 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](#)

