

LGS132 : Law Office Management

Students learn to work in a law office environment and receive hands-on training in billing, basic bookkeeping, form preparation and library maintenance. Legal ethics, attorney/client relationships, and the paralegal's role in maintaining files, libraries and client confidentiality are stressed.

Credits 1

Prerequisite Courses

[LGS130: Introduction to Substantive Law](#)

Semester Offered

Spring