

# Law Office Management Undergraduate Certificate

The Law Office Management Certificate Program will prepare students for a career in legal office administration supporting the work of lawyers, paralegals, and other staff. The program includes introductory business language and concepts, as well as expectations of an effective paralegal. Additionally, there is a focus on ethical expectations and best practices in the legal profession. This certificate includes 27 credit hours within Lakewood University's Associate of Applied Business in Paralegal Studies and can be taken as a stepping stone towards further education.

Type: Undergraduate Certificate

Program Length:

Undergraduate degree certificate consists of 8 courses (3 credit hours each) totaling 24 credit hours.

## Program Outcomes

- Describe the American legal system, its structure, and how it operates
- Discuss societal issues and ethical considerations for attorneys and paralegals
- Identify the elements in various areas of law including criminal, contract, business, tort, property, wills & estates, and family law
- Describe how law firms are structures and the paralegal's role in this context
- Describe trends in technology and specifically how computers are used in the law office
- Conduct legal research and demonstrate the basics of legal correspondence
- Describe what management is (its functions) and explain the role of a manager
- Describe what human resource management is (its functions) and challenges
- Analyze motivation theories and the relationship between motivation and performance
- Describe operations in management, designing performance measures and how they are used in decision making
- Identify an organization's stakeholders, its ethical issues and define the concept of social responsibility
- Describe technology trends and specifically how computers are used in the workplace
- Demonstrate language fundamentals necessary to communicate effectively with an emphasis on workplace oral and written communication

Item #	Title	Credit Hours
HRMS100	Human Resource Management	3
COMM100	Interpersonal Communication	3
BUS100	Introduction to Business	3
BSLW100	Business Law	3
LGAW200	Legal Analysis & Writing I	3
LGR200	Legal Research	3
LWMG200	Law Office Management	3
OPMG200	Operations Management	3
	Total credits:	24