



Siotoh Academy

Siotoh Academy Extended Learning Program Series

Siotoh Academy Certified Law Office Management Specialist

WEEK 1

Title: Introduction to Certified Office Management Specialist

Objective:

- Learn the different members of the legal team in a law firm
- Learn the duties of each legal team member
- Understand the different areas of law practice
- Learn the organizational structures of law firm

Reference: Practical Law Office Management, 4th Edition, 2017, Page 1-30

****Topic Quiz****

WEEK 2

Title: Legal Administration and Human Resources

Objective:

- Learn the various aspects of legal administration
- Learn the functions of legal administration
- Learn the various types of management
- Learn the responsibilities and duties of human resources management

Reference: Practical Law Office Management, 4th Edition, 2017, Page 47-87

****Topic Quiz****

WEEK 3

Title: Legal Administration and Technology

Objective:

- Learn about the different software and hardware of law practice
- Learn about the telecommunication tools
- Learn office services and management programs

Reference: Practical Law Office Management 4th Edition, 2017, Page 88-99

****Topic Quiz****



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WEEK 4

Title: Legal Ethics and Professional Responsibility

Objective:

- Learn the ethical responsibilities of attorney
- Learn about the ethical rules set in the ABA and their application
- Learn the concept of unauthorized practice of law
- Learn the concept of attorney-client privilege
- Learn the concept of conflict of interest

Reference: Practical Law Office Management 4th Edition, 2017, Page 117-142

ABA Model Rules of Professional Conduct, Client-Lawyer Relationship, Law Firms and Associations, Handout

****Topic Quiz****

WEEK 5

Title: Legal Malpractice

Objective:

- Learn about civil and disciplinary liability of lawyers
- Learn about malpractice claims
- Learn about professional conducts to avoid malpractice

Reference: Practical Law Office Management, 4th Edition, 2017, Page 142-145

ABA Model Rules of Professional Conduct, Client-Lawyer Relationship, Handout

****Topic Quiz****

WEEK 6

Title: Law Office Accounting and Financial Management



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Objective:

- Learn about accounting and financial documentation
- Learn about accounting and financial management software
- Learn the concept of legal fees and billing
- Learn about client trust fund

Reference: Practical Law Office Management, 4th Edition, 2017, Page 229-267

Reference: Practical Law Office Management, 4th Edition, 2017, Page 312-330

****Topic Quiz****

WEEK 7

Topic: Calendar, Docket Control & Case Management

Objective:

- Learn about docket control
- Learn about case management
- Learn about malpractice related to docket control

Reference: Practical Law Office Management, 4th Edition, 2017, Page 387-408

****Topic Quiz****

WEEK 8

Title: Traditional Marketing

Objective:

- Learn about marketing strategies
- Learn the ethical rules applicable to marketing and advertising
- Learn about traditional marketing channels

Reference: Practical Law Office Management, 4th Edition, 2017, Page 435-449

ABA Model Rules of Professional Conduct, Information About Legal Services, Handout

****Topic Quiz****

WEEK 9

Title: Online Marketing



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Objective:

- Learn about online marketing strategies
- Learn about ethical rules applicable to online marketing
- Learn about online marketing channels

Reference: Practical Law Office Management, 4th Edition, 2017, Page 435-449

****Topic Quiz****

WEEK 10

Study period for Final Exams

Final Exams (Week 11)

Students will be tested on the 9 weeks curriculum on practical approach to law office management with emphasis on individualized learning, research, and open-ended study. Good luck on the test.

END of Required Coursework for:

Siotoh Academy Certified Law Office Management Specialist