**Course Plan – Advanced Standing**
**MSLA**
**Law Firm Administration**
**Concentration**
**FY 2015-2016**

Name:______________________________  Student ID: ______________________________

### MSLA Degree Requirements – Course Title

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
<th>Projected Semester Completion</th>
<th>Completed?</th>
</tr>
</thead>
</table>

#### A. MSLA Introductory Level - Required

- **Accounting for the Legal Administrator** M 4410  2
- **Statistics for the Legal Administrator** M 4415  2

Subtotal: 4 hours

#### B. MSLA Core Courses - Required

- **Human Resources** M 4121  2
- **Applied Leadership and Management Theory** M 4151  3

Subtotal: 5 hours

#### C. MSLA Specialized Courses - Required

- **Legal Practice Seminar** L 4420  3
- **Financial Management for the Legal Administrator** M 4901 M 4410  3
- **Business Development: Marketing and Client Service** L 4700  3
- **Law Firm Administration** M 4201  3

Subtotal: 12 hours

#### D. Elective Courses (for all concentrations)*

- **Court Space, Facilities, and Security** M 4215  2
- **Court Information Technology** M 4090  2
- **Judicial Performance and Evaluation** M 4220  2
- **Specialty Courts** M 4330  2
- **Impact of Court Governance**  1
- **The Fundamentals of Comparative Law** M 4320  3
- **Project Management** M 4954  2
- **World Judicial Systems** M 4310  3
- **The Business of Courts** M 4200  3
- **Law Firm Technology** M 4385  3
- **Law Firm Client Service and Satisfaction** M 4386  2
- **Lawyer Recruitment, Development, and Advancement** M 4205  2
- **Inclusiveness and Diversity** L 4701  1
- **Court Strategic Planning** M 4950  2
- **Court Fiscal Management** M 4100 M 4410  3
- **Court Caseflow/Load Management** M 4180  2
- **Directed Research** M 4999

Total Credit Hours Required for Degree: 27 hours

MSLA Director  Date

** ** All MSLA students are responsible for completing the required courses for the respective concentration. All students are encouraged to meet with the Director each term to ensure course requirements are met.

*Any MSLA course (from any one of the three concentrations) can be used as an elective.*