

Course Plan – MSLA
**Law Firm
Administration
Concentration
FY 2011 - 2012**

Name: _____

Student ID: _____

MSLA Degree Requirements – Course Title	Course Number	Prerequisites	Credit Hours	Projected Semester Completion	Completed?
A. MSLA Introductory Level - Required		Subtotal: 6 hours			
Accounting for the Legal Administrator	M 4410		2		<input type="checkbox"/>
Statistics for the Legal Administrator	M 4415		2		<input type="checkbox"/>
Research and Writing for the Legal Administrator	M 4380		2		<input type="checkbox"/>
B. MSLA Core Courses - Required		Subtotal: 12 hours			
Human Resources	M 4121		2		<input type="checkbox"/>
Introduction to the U.S. Judicial System	M 4300		3		<input type="checkbox"/>
Applied Leadership and Management Theory	M 4151		3		<input type="checkbox"/>
Capstone: Externship/Project	M 5010		4		<input type="checkbox"/>
C. MSLA Specialized Courses - Required		Subtotal: 10 hours			
Legal Practice Seminar	L 4420		2		<input type="checkbox"/>
Financial Management for the Legal Administrator	M 4901	M 4410	3		<input type="checkbox"/>
Strategic Marketing and Business Development	M 4953		2		<input type="checkbox"/>
Law Firm Administration	M 4201		3		<input type="checkbox"/>
D. Elective Courses (for all concentrations)*					
Court Space, Facilities, and Security	M 4215		2		<input type="checkbox"/>
Court Information Technology	M 4090		2		<input type="checkbox"/>
Judicial Performance and Evaluation	M 4220		2		<input type="checkbox"/>
Court Communications and Media Relations	M 4384		2		<input type="checkbox"/>
Specialty Courts	M 4330		2		<input type="checkbox"/>
The Fundamentals of Comparative Law	M 4320		3		<input type="checkbox"/>
Project Management	M 4954		2		<input type="checkbox"/>
World Judicial Systems	M 4310		3		<input type="checkbox"/>
The Business of Courts	M 4200		3		<input type="checkbox"/>
Law Firm Communications and Technology	M 4385		3		<input type="checkbox"/>
Law Firm Client Service and Satisfaction	M 4386		2		<input type="checkbox"/>
Lawyer Recruitment, Development, and Advancement	M 4205		2		<input type="checkbox"/>
Inclusiveness and Diversity	L 4701		1		<input type="checkbox"/>
Business Development: Marketing and Client Service	L 4700		3		<input type="checkbox"/>
Court Strategic Planning	M 4950		2		<input type="checkbox"/>
Court Fiscal Management	M 4100	M 4410	3		<input type="checkbox"/>
Court Caseflow/Load Management	M 4180		2		<input type="checkbox"/>
Total Credit Hours Required for Degree:	36 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.