



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

MSLA Office
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msla@law.du.edu

Name: _____

Student ID: _____

Email: _____

Phone: _____

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		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)*					
Law Firm Client Service and Satisfaction			2		<input type="checkbox"/>
The Fundamentals of Comparative Law	M 4320		3		<input type="checkbox"/>
World Judicial Systems	M 4310		3		<input type="checkbox"/>
Project Management	M 4954		2		<input type="checkbox"/>
Law Firm Communications and Technology	M 4385		3		<input type="checkbox"/>
Lawyer Recruitment, Development and Advancement	M4205		2		<input type="checkbox"/>
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 4383		2		<input type="checkbox"/>
Specialty Courts	M 4330		2		<input type="checkbox"/>
Court Case Flow/Load Management	M 4180		2		<input type="checkbox"/>
Court Fiscal Management	M 4100	M 4410	3		<input type="checkbox"/>
The Business of Courts	M 4200		3		<input type="checkbox"/>
Court Strategic Planning	M 4950		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 can be used as an elective.