

Course Plan – MSLA
Law Firm Administration Concentration
FY 2009 - 2010

Name: _____ **Student ID:** _____

Email: _____ **Phone:** _____

MSLA Degree Requirements – Course Title	Course Number	Prerequisites	Projected Semester of Completion	Credit Hours
A. MSLA Introductory Level - Required		Subtotal: 6 hours		
Accounting for the Legal Administrator				2
Statistics for the Legal Administrator				2
Research and Writing for the Legal Administrator				2
B. MSLA Core Courses - Required		Subtotal: 12 hours		
Human Resources				2
Introduction to the U.S. Judicial System				3
Applied Leadership and Management Theory				3
Capstone: Externship/Project				4
C. MSLA Specialized Courses - Required		Subtotal: 9 hours		
Legal Practice Seminar				2
Financial Management for the Legal Administrator				3
Strategic Marketing and Business Development				2
Law Firm Administration				2
D. MSLA Electives				
Law Firm Space and Facilities				2
Law Firm Information Technology				2
Law Firm Client Service and Satisfaction				2
The Fundamentals of Comparative Law				3
World Judicial Systems				3
Project Management				2
Communications for the Legal Administrator				2
Total Credit Hours Required for Degree:		36 hours		