

60735 - Management Office

Syllabus Information

Academic Year: 2019/20

Subject: 60735 - Management Office

Faculty / School: 102 -

Degree: 522 - Master's in Legal Practice

ECTS: 2.0

Year: 1

Semester: First semester

Subject Type: Compulsory

Module: ---

1.General information

1.1.Aims of the course

1.2.Context and importance of this course in the degree

1.3.Recommendations to take this course

2.Learning goals

2.1.Competences

2.2.Learning goals

2.3.Importance of learning goals

3.Assessment (1st and 2nd call)

3.1.Assessment tasks (description of tasks, marking system and assessment criteria)

4.Methodology, learning tasks, syllabus and resources

4.1.Methodological overview

The learning process has been designed and based on the premise that the students of the master's are Law graduates, and hence it is presumed that they have the theoretical knowledge of the subjects of their degree, so the course work will not stop at the explanation of theoretical questions. However, the lawyer's professional field is not included among the knowledge obtained through the Degree and might be unknown by the Master student.

The methodology followed in this course is oriented towards achievement of the learning objectives. It is based on active participation, case studies, teamwork etc. that favors the development of communicative skills and critical thinking. A wide range of teaching and learning tasks are implemented, such as lectures, practical activities, practice sessions, autonomous work, tutorials, and academic guidance.

Further information regarding the course will be provided on the first day of class.

4.2.Learning tasks

The course includes 2 ECTS organized according to:

- Lectures 8 hours.
- Practice sessions 8 hours.

- Autonomous work: 8 hours.
- Tutorials: At the request of the student
- Assessment: 1 + 1 hours.

Lectures: the professor presents theoretical contents.

Practice sessions: they can involve discussion and presentation of case studies, practical work outside the classroom (field work or visits), and seminars.

Autonomous work: students do tasks such as autonomous study, reading of the course book, preparation of practice sessions and seminars, and summative assignments.

Tutorials: professors' office hours can be used to solved doubts and to follow-up students' work.

Assessment: final examination

4.3.Syllabus

The course will address the following topics:

Topic 1. Techniques to work effectively. 1. The task list. 2. Delegate. 3. Email. 4. Dividing the hard tasks. 5. The importance of the time management 6. Time management 7. How to manage the time 8. The schedule calendar 9. Schedule calendars types 10. Schedule calendar. Paper or electronic? 11. The electronic schedule calendar 12. Schedule calendars services. Cloud calendar services.

Topic 2. The professional office management 1. Documents 2. Input/output documents. The PSP AVANTIUS 3. Support of the documents 3. The files 4. How to manage physically records 6. Filing status 7. The "alarde"

Topic 3. Management software for layers 1. Needing a management software 2. Management software features 3. Monitoring issues 4.invoicing all accounts 5.link with integrated quality module 6.other additional features 7. Conclusion.

Topic 4. Administrative obligations and tax. Fees and expenses i. 1. The treasury census 2. Spanish irpf tax

Topic 5. Administrative obligations and tax. Fees and expenses ii. 1. Spanish iva tax 4. The lawyer social proteccion. Fees and billing.

Topic 6. The different ways of lawyer's working: lawyer's firms. 1. Two ways for professional job: individual or collective. Special lawyer's employment. Relationship employee lawyer-lawyer's company.

Topic 7. 1. Lawyer`s liabilites: 1. Lawyers digital environment 2. Presence in social networks 3.- Digital transformation of offices 4.- Technology, management and people in the offices 5.- Behavior in social networks 6.- Twitter for lawyers: reinforcement of our brand and tools to optimize the marketing strategy 7.- the blog as a marketing tool. Obligations of the lawyer before the money laundering.

Topic 8. Other lawyer's liabilites 1. Marketing. 2. Customer service. 3. *Usus fori* and relationship with other legal operators. Relationship with partners and colleagues.

4.4.Course planning and calendar

For further details concerning the timetable, classroom and further information please regarding this course please refer to <https://derecho.unizar.es/conserjeria>

4.5.Bibliography and recommended resources

- BB** Fernández León, Óscar. *Abogados : gestión y servicio* / Óscar Fernández León ; prólogo, José Manuel Valdayo Toro (Navarra) : Aranzadi, 2012
- BC** Alonso Ayala, Mario. *Gestión de despachos profesionales* / [Mario Alonso Ayala] Madrid : Francis Lefebvre, [2016]
- BC** Heussen, Benno. *La gestión del tiempo para abogados : autoorganización y técnicas de trabajo* / de Benno Heussen colaboración con Anette Maier . 3ª ed. Cizur Menor (Navarra) : Aranzadi, 2015
- BC** Donna Alcalá, José Ramón Chaves, Borja Martínez-Echevarría, David Muro, Eugenia Navarro, Francisco Pérez Bes, Jaime Sanz, Lidia Zommer, «*Como dar a conocer mi despacho y saber más de mis clientes*»; prólogo, Victoria Orteg Consejo general de la Abogacía Española, 2015
- BC** Eva Bruch, Unai Camargo, María Antonia Carmona Carles, Marc Gericó, Rosa Manrubia, Alberto Mata, Sara Molina, Santos, Eva Val, «*Claves del día a día en un despacho de abogados*»; prólogo, Victoria Ortega Benito. 1ª ed. Conse Abogacía Española, 2015
- BC** Susana González, «*LinkedIn para Abogados, qué hacer, qué no hacer, cómo hacerlo*»; prólogo, Victoria Ortega general de la Abogacía Española, 2015
- BC** Luis Abeledo, Lidia Alcaide, Diego Alonso, Silvia Barrera, Francisco Bonatti, Jorge Campanillas, Luis Cazorla, Alfred Fauqueur, Paula Fernández-Ochoa, Susana González, Francisco Gutiérrez, Alfredo Herranz, Cristina Llop, Rosa Ma

Laura Molla, José Ramón Moratalla, Fernando Mourelle, David Muro, Guillermo Pérez, Francisco Rosales, LuisJa Sé Sánchez- Stewart, Jaime Sanz, Sonsoles Valero. Prólogo, Carmen Pérez. «**Los veintiséis artículos que te ayudará despacho**» 1ª ed. Lefevre El Derecho, 2015