



# The State Bar *of California*

## OFFICE OF FINANCE

845 S. Figueroa Street, Los Angeles, CA 90017

### **Attachment C – Subject Matter for E-Learning Courses**

The State Bar's preventative education plan will be developed through e-learning and self-assessments, as well as other methods of delivery, to reflect proactive and preventative regulation. All courses and updates will reflect the high-quality standards for education set by the State Bar. The topics of the courses listed below represent a sample of the type of courses we are interested in exploring. The topics are not finalized and are subject to State Bar resources.

#### **E-Learning Courses**

##### **1. Law Practice Management Course**

The first course will focus on law practice management. Potential topics include client communication, calendaring, file management, technology, and supervision. The course would help attorneys establish systems and habits that support competent, diligent representation and reduce the risk of common practice management issues that can lead to client harm and disciplinary complaints. It is anticipated that this course will run for approximately 60 minutes.

##### **2. Additional Courses**

More courses are expected to follow. Topics have not yet been determined and will remain flexible based on program priorities and available resources. One possible area is client trust accounting.