

LEG-012 : Law Office Management

45 classroom hours

Learning Outcomes: Students will gain an understanding of the role of the paralegal in the law office. Students will gain a thorough knowledge of the N.C. Rules of Professional Conduct and their applicability to attorneys and paralegals. Students will be able to identify ethical issues a paralegal may encounter and determine the appropriate response. Students will become familiar with a variety of law office procedures and management techniques. Topics include: definition, role and responsibilities of the paralegal; confidentiality; conflicts of interest; unauthorized practice of law; professional negligence; developing forms and systems; time keeping and billing; tickler systems; communications skills.

Instructional Method

LEC

Required Prerequisites

Prerequisite or Corequisite: [LEG-010](#)

Notes

Students are expected to be proficient in Microsoft Word, Excel, PowerPoint and Outlook.

Semester Offered

Fall