

# North Central Michigan College

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NCMC MASTER COURSE SYLLABUS FOR YEARS 2001-2003

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DIVISION/AREA: Business and Technology

DEPARTMENT:

DIVISION DIRECTOR: Robert J. Marsh, Ph.D., P.E.

ORIGINATOR:

DEAN OF INSTRUCTION: Timothy Dykstra, Ph.D.

TOTAL HOURS OF INSTRUCTION: 3    LECTURE: 3    LAB: 0    TOTAL CONTACT HOURS: 52.8

COURSE NUMBER: LA 200

CREDIT HOURS: 3

COURSE TITLE: Law Office Management and Legal Ethics

TRANSFERABLE    YES:    NO: X    TO:

PREREQUISITE(S)/COREQUISITE(S)/ADVISORY:

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CATALOG DESCRIPTION:

Overview of paralegal responsibilities, including the organization and management of a law office, timekeeping, public relations, and quality control. The code of Professional Responsibility and its Michigan counterpart are studied as they apply to paralegals.

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GENERAL EDUCATION OUTCOMES:

- Think critically and analytically
  - Write and speak effectively
  - Independently acquire knowledge
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COURSE OBJECTIVES & OUTCOMES:

- To train the paralegal in the essential rules of professional legal ethics and the fundamentals of managing a law office
- To develop a better understanding of the history and purpose of ethics rules and the responsibilities placed on the paralegal by these rules
- To train the paralegal to efficiently operate a law office with an understanding of the impact on clients of inefficiency in the office
- To increase the knowledge of future paralegals in the latest trends in law office management and how to

keep current with changing trends

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METHODS OF INSTRUCTION:

Lecture and class discussion. Supplemental out of class homework assignments

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METHODS OF EVALUATION:

Class discussion and participation	10%
Student will be evaluated on their performance during classroom discussion, class attendance, project (if any are assigned) and exam scores	90%

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REQUIRED TEXTS:

- *Michigan Rules of Court*, West Publishing Company, 1999
- *Fundamentals of Law Office Management*, Everett, West Publishing Company, 2<sup>nd</sup> ed., 2000
- *Legal Ethics for Paralegals and the Law Office*, Morrison and DeCiani, West Publishing Company, 1995

OPTIONAL SUPPLEMENTARY MATERIALS:

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Reasonable accommodations may be provided for students with documented physical, sensory, cognitive, systemic, and/or psychiatric disabilities. Please contact the Education Opportunity Program (EOP) at (231) 348-6687 to arrange services for this course.

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TIME ALLOWANCE AND SEQUENCE OF INSTRUCTION:

Week	Topic	Chapter
1	Introduction	
2	The Legal Marketplace	FLOM 1
3	The Legal Team	FLOM 2
4	Personnel Relations	FLOM 3
5	The Attorney-Client Relations	FLOM 4
6	Paralegal Ethics and Client Relations	FLOM 5
7	Legal Fees	FLOM 6
8	Timekeeping	FLOM 7
9	Billing and Financial Management	FLOM 8
10	Managing the Client Funds Trust Account	FLOM 9
11	Midterm Exam	
12	Technology in the Law Office	FLOM 10
13	Law Office Systems	FLOM 11
14	Docket Control Systems	FLOM 12
15	File and Records Management	FLOM 13
16	Final Project Due	

FLOM refers to "Fundamentals of Law Office Management" text.

NCMC CURRICULUM/COURSE OUTLINE  
COURSE TITLE AND NUMBER:

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APPROVED FOR ADOPTION BY THE CRD/AP COMMITTEE ON \_\_\_\_\_