

**Common Course Outline**  
**LGST 104**  
**Law Office Practices/Legal Ethics**  
**3 Credits**

**Community College of Baltimore County**

**Description**

**LGST 104 –Law Office Practices/Legal Ethics** examines the history and role of the paralegal in the American legal system. Students analyze law office organization and management, including time and billing practices, law office technology, and file and case management systems. Students examine effective client relationships, advertising and client solicitation. Students extensively explore ethical issues that arise in the practice of law and apply relevant ethical rules to fictional scenarios.

**3 Credits**

**Prerequisites:** ACLT 052 or ACLT 053 or (ESOL 052 and ESOL 054)

**Overall Course Objectives**

Upon completion of the course, students will be able to:

1. analyze the history of the paralegal in the delivery of legal services;
2. compare and contrast traditional and alternative law office organization structures;
3. analyze communication factors that promote effective client relationships;
4. examine financial management practices in a law office;
5. distinguish between trust and escrow monies;
6. examine billing practices and timekeeping methods used by attorneys and paralegals;
7. identify law office case management systems and practices, including calendaring systems and systems for determining conflicts;
8. compare and contrast file, docket and records management in the law office;
9. identify issues and trends affecting the future role of the paralegals;
10. review Maryland's e-filing system for judicial filings in state courts;
11. utilize legal technology commonly employed in a typical law office;
12. analyze situations constituting the unauthorized practice of law;
13. identify the boundaries of diligent or zealous representation of clients;
14. analyze ethical problems involving confidentiality in the law office;
15. discuss rules on advertising and solicitation by attorneys; and
16. compare and contrast behaviors that constitute ethical and unethical conduct in the law office.

## **Major Topics**

- I. History of the Paralegal Profession
- II. Law Office Organization and Management
- III. Client Communication
- IV. Financial Accounts
- V. Billing and Timekeeping
- VI. Advertising and Solicitation
- VII. Case, File and Docket Management
- VIII. E-Filing
- IX. Technology in the Law Office
- X. Ethics

## **Course Requirements**

Grading procedures will be determined by the individual faculty member but will include the following:

### **Grading/exams:**

- A minimum of one oral presentation or collaborative learning project, such as a group debate or discussion
- A minimum of one exam
- A minimum of two written assignments to allow for both objective and analytical review of primary legal sources
- Assessment of legal technology skills, such as utilization of the National Society for Legal Technology Legal Tech Certificate program
- Weekly assessments, such as quizzes, homework, and/or participation, to evaluate student progress

Written Assignments: Students are required to use appropriate academic resources.

## **Other Course Information**

This course is a required course for degree and certificate students.