

## **PAL-70 — LAW OFFICE POLICIES, PROCEDURES AND ETHICS**

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### **About This Course**

**Transfer:** CSU

1.50 units

Prerequisite: None.

Description: Theoretical and practical aspects of policies and procedures in a law office as they relate to the role of the paralegal with emphasis on ethics, in each topic covered. Law office timekeeping, fee arrangements and calendaring will be studied using application software. 27 hours lecture. (Letter grade only)