

Bossier Parish Community College Syllabus

Course Prefix and Number: LSEC 201 **Credit Hours:** 3

Course Title: Legal Office Concepts II

Course Prerequisites: LSEC 101

Textbook: No books required for this course.

Course Description: The second course in legal concepts introduces students to legal action types, legal descriptions and classifications, real estate, successions, and debt collection.

Learning Outcomes:

At the end of this course, the student will

- A. define the methods involved in the handling of legal documents;
- B. demonstrate the ability to preparing court papers; and
- C. define the needs of assisting in specialized practices.

To achieve the learning outcomes, the student will

(The letter designations at the end of each statement refer to the learning outcome(s).)

- 1. define the court systems and their functions (A);
- 2. describe the types of court papers (A);
- 3. demonstrate the computer skills required to create court papers (B);
- 4. demonstrate the skills required to handle court papers (B);
- 5. define the tasks of partnership formation and incorporation (C);
- 6. define the skills required for a corporate secretary (C);
- 7. describe the methods of assisting in real estate practice and foreclosures (C); and
- 8. describe the methods of assisting with probate and estate administration (C).

Course Requirements:

- 1. Class attendance (refer to the student handbook for attendance policies).
- 2. Student must have access to a computer running Microsoft Office. Access to a computer is available to the student on campus during scheduled computer lab times and in the Technology Resource Center located on the second floor of the BPCC library.
- 3. The course has a minimum of three multiple choice, true/false exams.
- 4. Additionally, the student will complete software application requirements.

Course Grading Scale:

Ten point grading scale
(89.50-100 = 'A'; 79.50-89.49='B'; 69.50-79.49= 'C'; 60-69.49= 'D'; 59.9 or below ='F')

Attendance Policy: The college attendance policy is available at
<http://www.bpcc.edu/catalog/current/academicpolicies.html>

Course Fees: This course is accompanied with an additional fee for supplemental materials.

Nondiscrimination Statement: Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

COORDINATOR FOR SECTION 504 AND ADA

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Equity/Compliance Coordinator

Teri Bashara, Director of Human Resources
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