

Bossier Parish Community College Syllabus

Course Prefix and Number: LSEC 150 **Credit Hours:** 3

Course Title: Legal Ethics and Professionalism

Course Prerequisites: None

Textbook: No books required for this course.

Course Description: Introductory course in the ethics, professionalism, and confidentiality requirements of the legal secretary position. Emphasis is placed on attorney/client and secretary/client relationships.

Learning Outcomes:

At the end of this course, the student will

- A. define the regulations of lawyers;
- B. define the unauthorized practice of law;
- C. describe the ethical practices of the legal secretary; and
- D. describe the attorney/client and secretary/client relationships.

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 organization of the American Bar Association (A);
2. define the legal statutes and form of regulations (A);
3. define legal sanctions and remedies (A);
4. define what constitutes the practice of law (B);
5. define what tasks may constitute the unauthorized practice of law (B);
6. define the principles of confidentiality (C);
7. define legal conflicts of interest (C);
8. describe ethical issues with advertising and solicitations (C);
9. define legal fees and client funds (D);
10. describe attorney/client and secretary/client relationships in terms of professionalism (D).

Course Requirements:

1. Class attendance (refer to the student handbook for attendance policies).
2. The course has a minimum of five multiple choice, true/false exams.

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

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