

Bossier Parish Community College Syllabus

Course Prefix and Number: LSEC 101 **Credit Hours:** 3

Course Title: Legal Office Concepts I

Course Prerequisites: None

Textbook: No books required for this course.

Course Description: The first course in legal office concepts introduces students to legal office environment and the tasks and duties performed by a legal secretary. Emphasis is placed on legal terminology, office procedures, and formatting legal documents.

Learning Outcomes: At the end of this course, the student will

- A. demonstrate the general duties in the law office; and
- B. demonstrate the skills required in preparing legal instruments and documents.

To achieve the learning outcomes, the student will

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

- 1. describe the organization and personnel of a law firm (A);
- 2. define the law office layout (A);
- 3. demonstrate the skills required in an automated law office (B); and
- 4. demonstrate the necessary computer skills for employment in a law office (B).

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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