

DETAILED CURRICULUM
LEVEL THREE - SEMESTER SIX
TRUST ACCOUNTS AND PROFESSIONAL ETHICS

COURSE DETAILS			
Course Code	LW 6333		
Course Title	TRUST ACCOUNTS AND PROFESSIONAL ETHICS		
Course Type	Core		
Credits	3		
Hours Allotted	Theory	30	Total
	Practical		
	Assignments/Tutorials	30	60
AIM			
<p>This course unit consists in two components, Trust Accounts and Professional Ethics. With the introduction of Trust Accounts, the student is provided with an opportunity to be familiarized with the financial records and procedures that need to ensure compliance with rules. With the introduction of professional ethics the course aim is to provide with the student the required standard of conduct of legal profession. This component is concerned with the imperative rules having the force of written law and unwritten code of honour described as etiquette.</p>			
INTENDED LEARNING OUTCOMES			
<p>After the completion of the first part of Course Unit, learners should be able to</p> <ul style="list-style-type: none"> (a) identify the situations where there is a need to record the receipt and withdrawal of money of client. (b) do further study to be qualified as a solicitor. <p>After the completion of the second part of the course unit, learners should be able to</p> <ul style="list-style-type: none"> (a) have comprehensive knowledge on the aspects of good advocacy, good manner, etiquette and statutory rules needed to maintain a standard conduct of the profession. (b) have skills to provide meaningful satisfactory and trusted service to the clients. 			
COURSE CONTENTS			
<p><u>Trust and Accounts</u></p> <p>General principles of book-keeping with emphasis on double entry, cash and bank transactions (including bank reconciliation). Trial balance, Profit and loss account and balance sheet. Separate bank account for clients, Ledger accounts of clients, Disbursements and Bill of Costs. Cash Book of Trustees, Executors and Administrators, Investment Accounts, Beneficiaries' Accounts Apportionment of Income and Capital. Final Account of Trustees.</p>			

Professional Ethics

In introduction to Professional Ethics

The Sri Lankan Rules International codes (International Bar Association), The Attorney as a professional (the profession engaging in other occupations), Improper advertising and publicity, conflicts of duties and interests, disciplinary matters (Regulations by supreme court), duties in defending the accused, duties of the prosecuting counsel, independence of the client, Duties of the protection of properties, Duties of confidentiality fees and remuneration, Liabilities and immunization skills and senior's duty of the lawyer to the courts.

ASSESSMENT CRITERIA	% OF MARKS
Semester-end Examination:	70
Assignments:	20
Class Quizzes:	10

RECOMMENDED READINGS

Trust and Accounts

1. D. Cousins – Teach Yourself Book Keeping (English Language Book Society, London)
2. LC Cropper – Elementary Book-Keeping – Macdonald and Evans, London
3. Thornton – Elementary Book-Keeping – XAM Fernando Practical Book- Keeping (Lake House Investments, Colombo)
4. H Hughes – Onslow – A Lawyer's Manual of Book-keeping Butterworth, London
5. ST Wait – Textbook of Practical Book-keeping-WMA Wahid, Colombo).
6. JL Prince- Solicitors' Book-keeping A, Field house – The Students' Elementary Commercial Book-Keeping.
7. EE Spicer & EC Pegler- Practical Book Keeping and Commercial Knowledge (HPL Publishers, London)

Professional Ethics

1. Sir Thomas Lund – International Bar Association Book II Professional Ethics (Sweet and Maxwell, London)
2. American Bar Association – Canons of Professional Ethics (The American Bar Foundation).
3. JE Singleton – Conduct at the Bar and Some Problems of Advocacy (Sweet and Maxwell, London) Sri Malcolm Hilbury – Duty and Art in Advocacy (Stevens, London).
4. Henry S. Drinker – Legal Ethics (Columbia University Press, New York).
5. WW Boulton – A Guide to conduct and Etiquette at the Bar of England and Wales (Butterworth, London) R. Megarty - Lawyer and Litigant in England.