

Intro to Civil Litigation

LS - 1020 001

Course Description

This course overviews the federal and state civil court systems. Students will examine civil procedural rules and stages of litigation. The role of the paralegal will be examined at each stage of the litigation process. Requires a grade of "C" or higher to progress in the Paralegal program.

Semester: All

Course Student Learning Outcomes

- Comply with the litigation process.
- Draft Legal Documents.
- Understand basic substantive and procedural legal principles.
- Communicate effectively in writing.

Keys for Success (how to succeed in the course)

Class attendance is the most important key for success.

Required Text or Materials

Title: The Litigation Paralegal, by James W.H. McCord, 5th edition

ISBN: 13: 978-1-4180-1604-3

Authors: James W.H. McCord

For more information on textbook accessibility, contact Accessibility & Disability Services at ads@slcc.edu.

Brief Description of Assignments/Exams

9/29/25	Quiz on Chapters 1, 2 and 3	Assignment	60
10/25/25	Draft Complaint	Assignment	5
10/27/25	Quiz on Chapters 4, 5 and 6	Quiz	55
11/15/25	Draft Answer	Assignment	5
11/17/25	Quiz on Chapters 7, 8 and 9	Quiz	55
12/17/25	Final Complaint and Answer	Assignment	30
12/17/25	Final Exam	Assignment	100
12/18/25	Attendance and participation	Assignment	40

Assignment Schedule

Due Date	Assignment Name	Assignment Type	Points
	Introduce Yourself	Discussion	0
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9/29/25	Quiz on Chapters 1, 2 and 3	Assignment	60
10/25/25	Draft Complaint	Assignment	5
10/27/25	Quiz on Chapters 4, 5 and 6	Quiz	55
11/15/25	Draft Answer	Assignment	5
11/17/25	Quiz on Chapters 7, 8 and 9	Quiz	55
12/17/25	Final Complaint and Answer	Assignment	30

Due Date	Assignment Name	Assignment Type	Points
12/17/25	Final Exam	Assignment	100
12/18/25	Attendance and participation	Assignment	40

Grading Scale

A = 100 - 94 A- = 93 - 90

B+ = 89 - 87 B = 86 - 84 B- = 83 - 80

C+ = 79 - 77 C = 76 - 74 C- = 73 - 70, etc.

Institutional Policies

As members of our academic community, we would like to invite you to review the Institutional Syllabus which covers important policies and procedures. This document contains important links for students on the code of student rights and responsibilities, academic integrity, and grading policies, Title IX and other important acknowledgements. By familiarizing yourself with this information, you can help us create a safe and respectful environment for everyone.

For more information, navigate to the Institutional Policies tab on the [Institutional Syllabus](#) page.

Learning Support and Tutoring Services

We are pleased to offer a range of tutoring and learning support services to help you achieve your academic goals. Whether you need assistance with a specific subject or want to improve your study skills, you have many options for tutoring or other support.

To learn more about the services we offer and how to access them, visit the [Institutional Syllabus](#) page under the Tutoring and Learning Support tab. We encourage you to take advantage of these resources to help you succeed in your studies. If you have any

questions or would like to schedule a tutoring session, please don't hesitate to reach out to us. We are here to support you in any way we can.

Advising and Counseling Support Services

At our institution, we are committed to supporting your academic and personal growth. That's why we offer a range of advising and counseling services to help you navigate the challenges of college life. To learn more about the resources available to you and how to access them, visit the [Institutional Syllabus](#) page under the Advising and Counseling Support Services tab. Our advising team and the support centers across campus are here to support you in achieving your goals and overcoming any obstacles you may face.

Student Academic Calendar

As students you should be aware of all important dates in the semester, such as the day that courses begin and end, as well as the drop date and the last day to withdraw. To learn more about those dates, navigate to the Student Academic Calendar below:

[SLCC Student Academic Calendar](#)