

Bossier Parish Community College Syllabus

Course Prefix and Number: LSEC 250 **Credit Hours:** 3

Course Title: Litigation Documentation

Course Prerequisites: LSEC 150

Textbook: No books required for this course.

Course Description:

Emphasis in this course is placed on the preparation of correspondence and legal documents in the areas of civil litigation actions, torts, trial proceedings, appeals, discovery documents, pleadings, and post-trial documents and correspondence.

Learning Outcomes:

At the end of this course, the student will

- A. demonstrate proficiency in creating/editing professional litigation documentation.

To achieve the learning outcomes, the student will

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

- 1. demonstrate abilities in completing course objectives as set forth by the course instructor (A).

Course Requirement:

The student will complete the assignment as presented by the instructor.

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

Angie Cao, Student and Disability Services Specialist

Disability Services, F-254

6220 East Texas Street

Bossier City, LA 71111

Phone: 318-678-6511

Email: acao@bpcc.edu

Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

Equity/Compliance Coordinator

Teri Bashara, Director of Human Resources

Human Resources Office, A-105

6220 East Texas Street

Bossier City, LA 71111

Phone: 318-678-6056

Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.