



**Columbia Southern University – Dept. of Continuing Education  
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### **Education & Training Plan**

## **Civil Litigation Specialist Certificate Program with Externship Columbia Southern University (CSU)**

Student Full Name: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Program includes National Certification & an Externship Opportunity**  
**Mentor Supported**

### **Civil Litigation Specialist Certificate Program with Externship**

Course Code: CSU-L-CIV  
Program Duration: 6 Months  
Course Contact Hours: 375  
Student Tuition: \$3,799

#### **The Civil Litigation Specialist**

Civil Procedure concerns the rules and principles that govern the litigation of a civil case. Whatever grievance or injury an individual might have, there is no legal recourse available to them without the proper application of civil procedure to their claim. Successful legal professions must have a comprehensive understanding of the ins and outs of civil litigation and the complex procedural and systemic issues related to how and where a lawsuit is filed. With any civil case or controversy, the first steps to civil litigation include an evaluation of personal and subject matter jurisdiction, venue, the notice required once a lawsuit has been filed, and which substantive law – state or federal – should apply. Once these critical evaluations are made, the case will proceed accordingly and requires legal professionals to be familiar with the various stages of a lawsuit, including: pleading; structuring the lawsuit; discovery; termination of a lawsuit without trial; trial; and actions that may be taken after a jury verdict or bench trial.

#### **The Civil Litigation Specialist Program**

Because they affect every aspect of civil litigation, an understanding of these rules and processes is essential to the everyday work of any legal professional. For those students looking toward law school or who are interested in the paralegal profession, this program offers an incredibly useful and realistic look into the actual work that lawyers and legal professionals do every day. This program explores the process and procedures associated with a civil case. It includes the initial client interview and fact gathering, preparations of pleadings, trial preparation, post-trial procedure, ethical considerations for handling a civil law case, and the application of technology in the preparation and trial of a law suit. Although reference is made to state laws, the course concentrates on the Federal Rules of Civil Procedure.

## Education and National Certifications

- Students should have or be pursuing a high school diploma or GED.
- There are no state approval and/or state requirements associated with this program.
- There is a National Certification exam available to students who successfully complete this program:
  - **Microsoft Office Specialist (MOS) Certification Exam.**

## Program Objectives

At the conclusion of this program, students will be able to:

- Describe a legal team in civil litigation, including the paralegal's responsibilities
- Describe the skills and tasks performed by paralegals in civil litigation
- Apply the ethical rules governing civil litigation in your jurisdiction
- Prepare for an interview with a client or witness
- Investigate the facts of a civil case
- Implement a case management system
- Describe the rules that govern evidence in a civil litigation case
- Differentiate between the types of evidence and the electronic discovery process
- Describe the Federal Rules of Civil Procedure
- Apply the Federal Rules of Civil Procedure to select appropriate evidence for a civil case
- Describe and prepare documents filed in civil trial cases
- Describe types of issues presented in a civil trial
- Prepare a memo to an attorney pertaining to a civil case
- Describe civil case trial, appeal, and collection of judgment processes
- Use Microsoft Office

## National Certification

Upon successful completion of this Columbia Southern University program, students would be eligible to sit for the Microsoft Office Specialist (MOS) exam. Although there are no state approval, state registration or other state requirements for this program, students who complete this program at Columbia Southern University will be prepared and are eligible to sit for this national certification exam. Students who complete this program are encouraged to complete the externship option with their program. Students who complete this program can and do sit for the MOS national certification exams and are qualified, eligible and prepared to do so. Columbia Southern University works with each student to complete the exam application and register the student to take their national certification exam.

## Externship / Hands on Training / Practicum

Although not a requirement, once students complete the program, they have the ability to participate in an externship and/or hands on practicum so as to practice the skills necessary to perform the job requirements of a professional in this field. Students will be assisted with completing a resume and/or other requirements necessary to work in this field. All students who complete this program are eligible to participate in an externship and will be placed with a participating organization near their location. Columbia Southern University works with national organizations and has the ability to place students in externship opportunities nationwide.

**Columbia Southern University contact:** If students have any questions regarding this program including national certification and externships, **they should call Laurie Coleman at 800.977.8449 x1840 or via email at [laurie.coleman@columbiasouthern.edu](mailto:laurie.coleman@columbiasouthern.edu).**

Note: No refunds can be issued after the start date published in your Financial Award document.



## About Columbia Southern University!

### Welcome to Columbia Southern University!

**OUR MISSION:** Columbia Southern University provides diverse learning experiences and affordable, flexible distance education programs at the certificate, undergraduate, and graduate levels to a global student body, delivered by qualified, student-centered faculty committed to teaching and student learning. The University is dedicated to providing exceptional academic and student support services.

**OUR VISION:** The Vision of Columbia Southern University is to change and improve lives through higher education by enabling students to maximize their professional and personal potential.

The Continuing Education Department at Columbia Southern University is committed to a program of public service, outreach and continuing education by sharing resources with the workforce to enhance the intellectual capital of all those in need or desire lifelong learning and development. <http://www.columbiasouthern.edu/online-degree/continuing-education>



### Columbia Southern University and Pearson Education

Columbia Southern University's eLearning programs were developed in partnership with Pearson Education to produce the highest quality, best-in-class content and delivery necessary to enhance the overall student learning experience, boost understanding and ensure retention. Pearson Education is the premier content and learning company in North America offering solutions to the higher education and career training divisions of colleges and universities across the country aimed at driving quality education programs to ensure student success. Please visit us at [www.pearson.com](http://www.pearson.com).

### About Pearson Education

Welcome to Pearson. We have a simple mission: to help people make more of their lives through learning. We are the world's leading learning company, with 40,000 employees in more than 80 countries helping people of all ages to make measurable progress in their lives. We provide a range of education products and services to institutions, governments and direct to individual learners, that help people everywhere aim higher and fulfil their true potential. Our commitment to them requires a holistic approach to education. It begins by using research to understand what sort of learning works best, it continues by bringing together people and organizations to develop ideas, and it comes back round by measuring the outcomes of our products.

## **Civil Litigation Specialist Program Detailed Student Objectives:**

### **THE PARALEGAL IN CIVIL LITIGATION**

- Identify typical members of the legal team
- Define the primary role of each member of the legal team
- Describe the role of the paralegal in various legal environments
- Explain the rules governing paralegal participation and certification in your jurisdiction
- List the types of skills required for a litigation paralegal
- Outline the tasks typically performed by paralegals in civil litigation
- Summarize the ethical rules governing civil litigation in your jurisdiction
- Apply ethical rules governing civil litigation in your jurisdiction to a case study

### **CLIENT INTERVIEWS AND INVESTIGATIONS**

- Define the purpose of an interview with a client or witness
- Apply the steps in preparing for an interview of a client or witness
- Choose appropriate checklists and other tools to document an interview with a client or witness
- Describe the appropriate environment, dress, and approach to use in the interview with a client or witness
- Develop an interview strategy to include introduction, questions, signs of stress you will look for, and how you will make the client or witness more comfortable and cooperative
- Analyze a sample interview to determine its strengths and weaknesses
- Locate official reports relevant to a civil case
- Identify the location of the incident
- Identify tangible evidence related to a civil case
- Diagram a timeline of the incident
- Identify material witnesses and potential witnesses in a case study

### **ORGANIZING AND MANAGING CIVIL LITIGATION**

- Describe various types of case management software
- Identify the components of a case notebook
- Build a timeline to track deadlines throughout the case management process

### **EVIDENCE**

- Summarize the Federal Rules of Evidence
- Differentiate between admissible and inadmissible evidence
- Recognize each type of evidence
- Determine the appropriate use for each type of evidence
- Select appropriate evidence to support a civil case

### **SETTLEMENT AND ALTERNATIVE DISPUTE RESOLUTION (ADR)**

- Describe the settlement documents commonly used in civil cases
- Outline the types of alternative dispute resolution often used in civil cases
- Identify the damages relevant to a civil case
- Prepare settlement documents for a civil case

### **PLEADING, COMPLAINT, SUMMONS, AND SERVICE**

- Describe the purposes of the types of pleadings often required in civil cases
- Describe the components of a complaint
- Prepare a notice pleading complaint for a civil case
- Prepare a summons for a civil case

## **RESPONSES TO A COMPLAINT**

- Describe the components of an answer to a complaint
- Prepare an answer to a complaint

## **INTRODUCTION TO DISCOVERY**

- Define privilege
- Explain attorney-client privilege
- Describe the difference between attorney-client privilege and common interest privilege
- Explain the work product doctrine and its exceptions and limitations
- Describe the five forms of discovery
- Describe the sequence and timing of discovery
- Identify information subject to mandatory disclosure
- Identify information in a civil case that is subject to mandatory disclosure
- Prepare the information in a civil case that is subject to mandatory disclosure for the opposing legal team

## **ISSUES IN ELECTRONIC DISCOVERY**

- Summarize the Federal Rules of Civil Procedure that apply to electronic discovery
- Outline the electronic discovery process
- Identify ethical issues related to the electronic discovery process

## **INTERROGATORIE AND REQUESTS FOR PRODUCTION**

- Describe documents used for discovery in civil cases
- Prepare an interrogatory
- Prepare a request for production

## **DEPOSITIONS AND OTHER DISCOVERY**

- Summarize the use of different types of depositions
- Prepare a digest of testimony based on a deposition

## **TRIAL PREPARATION FROM POST-DISCOVERY TO PRETRIAL**

- Summarize the legal issues involved in civil trials
- Describe the types of facts commonly presented in civil trials
- Describe the components of a pretrial memorandum
- Identify the elements of a trial brief
- Summarize an issue related to a civil case
- Compose a memo to an attorney

## **TRIAL**

- Outline the process of a civil case trial
- Prepare a summary of an evidentiary issue presented as a motion at trial

## **POST-TRIAL PROCEDURES**

- Outline the civil case appeal process
- Prepare a post-trial motion

## **ENFORCEMENT OF JUDGEMENTS**

- Outline the process of collecting and enforcing judgments
- Explain the statutory limitations on collection efforts
- Prepare a judgment satisfaction document
- Gather case information
- Assemble case information into an organized case notebook

**Note: This program can be completed in 6 months. However, students will have online access to this program for a 24-month period.**

## **MICROSOFT OFFICE Module**

- Use an integrated software package, specifically the applications included in the Microsoft Office suite
- Demonstrate marketable skills for enhanced employment opportunities
- Describe proper computer techniques for designing and producing various types of documents
- Demonstrate the common commands & techniques used in Windows desktop
- List the meaning of basic PC acronyms like MHz, MB, KB, HD and RAM
- Use WordPad and MSWord to create various types of documents
- Create headings and titles with Word Art
- Create and format spreadsheets, including the use of mathematical formulas
- Demonstrate a working knowledge of computer database functions, including putting, processing, querying and outputting data
- Define computer terminology in definition matching quizzes
- Use the Windows Paint program to alter graphics
- Use a presentation application to create a presentation with both text and graphics
- Copy data from one MS Office application to another application in the suite
- Use e-mail and the Internet to send Word and Excel file attachments
- Demonstrate how to use the Windows Taskbar and Windows Tooltips
- Explain how copyright laws pertain to data and graphics posted on the Internet
- Take the college computer competency test after course completion
- Follow oral and written directions and complete assignments when working under time limitations

**Note:** Although the Microsoft Office Module is not required to successfully complete this program, students interested in pursuing free Microsoft MOS certification may want to consider completing this Microsoft Office Module at no additional cost.

### **System Requirements:**

#### **Windows Users:**

- Windows 8, 7, XP or Vista
- 56K modem or higher
- Soundcard & Speakers
- Firefox, Chrome or Microsoft Internet Explorer

#### **Mac OS User:**

- Mac OS X or higher (in classic mode)
- 56K modem or higher
- Soundcard & Speakers
- Apple Safari

#### **iPad Users:**

- Due to Flash limitations, eLearning programs are NOT compatible with iPads

#### **Screen Resolution:**

- We recommend setting your screen resolution to 1024 x 768 pixels.

#### **Browser Requirements:**

- System will support the two latest releases of each browser. When using older versions of a browser, users risk running into problems with the course software.
- Windows Users: Mozilla Firefox, Google Chrome, Microsoft Internet Explorer
- Mac OS Users: Safari, Google Chrome, Mozilla Firefox

#### **Suggested Plug-ins:**

- Flash Player
- Real Player
- Adobe Reader
- Java