

# PARALEGAL STUDIES - CUSTOMIZED CERTIFICATE

- Demonstrate intermediate competence using typical office software including Word, Excel, Adobe and PowerPoint.

Students who wish to earn a customized certificate<sup>1</sup> may complete a specialized curriculum. This curriculum must be approved by the Director and will include courses in legal research, legal ethics, and technology skills.

Note: Paralegals may not provide legal services directly to the public except as authorized by law.

## Related Programs

### Certificate

- Paralegal Studies - Corporate Practice Certificate (<https://catalog.luc.edu/graduate-professional/continuing-professional-studies/corporate-practice-certificate-paralegal-studies/>)
- Paralegal Studies - Litigation Practice Certificate (<https://catalog.luc.edu/graduate-professional/continuing-professional-studies/litigation-practice-certificate-paralegal-studies/>)
- Paralegal Studies - Litigation and Corporate Practice Certificate (<https://catalog.luc.edu/graduate-professional/continuing-professional-studies/litigation-corporate-practice-certificate-paralegal-studies/>)

<sup>1</sup> Certificate applicants must hold a bachelor's degree from an accredited college or university and have a cumulative grade point average of 2.5 or higher on a 4.0 scale.

## Curriculum

*Director's Permission Required*

Code	Title	Hours
<b>1-5 Paralegal Studies Core</b>		
PLST 331	Introduction to Paralegal Studies	2
PLST 332	Legal Research and Writing I	2
PLST 333	Legal Research and Writing II <sup>1</sup>	2
PLST 335	Legal Ethics <sup>2</sup>	2
PLST 345	Law Office Computer Applications	2
<b>Required Courses</b>		
PLST 336	Corporate Topics for Litigation Paralegals	2
PLST 366	Litigation Topics for Corporate Paralegals	2
<b>Four (4) PLST Elective Courses</b>		<b>8</b>
<b>Total Hours</b>		<b>22</b>

## Learning Outcomes

Upon completion of the certificate:

- Prepare summaries of court decisions, statutes, and administrative regulations.
- Develop legal arguments using court decisions, statutes, and administrative regulations.
- Locate relevant legal sources from federal and state jurisdictions.
- Apply paralegal and attorney code of ethics to situations typically encountered by paralegals.