

# PARALEGAL STUDIES (BA)

From investigating facts and obtaining affidavits to conducting legal research and drafting documents, paralegals play a key role in supporting the work of legal offices around the country. Successful attorneys, meanwhile, understand the immense value a capable, skilled, and knowledgeable paralegal brings to their organization, which heightens competition for those with proven skills.

With a BA in Paralegal Studies, you position yourself to become a prized, indispensable member of a legal team and create new career opportunities for yourself.

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

## Curriculum

The B.A. in Paralegal Studies comprises 120 credit hours. Courses are offered in an 8 week session format with evening and Saturday morning options.

All PLST courses carry 2 credit hours unless noted otherwise.

Note: Institute students must complete at least 9 semester credit hours of ABA-designated legal specialty courses through traditional classroom instruction or synchronous online instruction.

Code	Title	Hours
<b>Required Paralegal Core Courses</b>		
PLST 369	Advanced Topics in American Law	3
PLST 370	Advanced Legal Analysis & Writing I	3
PLST 331	Introduction to Paralegal Studies	2
PLST 332	Legal Research and Writing I	2
PLST 333	Legal Research and Writing II	2
PLST 335	Legal Ethics	2
PLST 345	Law Office Computer Applications	2
<b>Practice Track Requirements</b>		
PLST 340	Civil Litigation I	2
PLST 341	Civil Litigation II	2
PLST 342	Litigation Technology & eDiscovery	2
PLST 362	Business Organizations	2
PLST 363	Contract Administration & Analysis	2
PLST 339	Secured Transactions and Bankruptcy	2
<b>Elective Requirement</b>		
Complete 0-6 courses depending on transfer credit.		0-12
<b>SCPS Courses</b>		
CPST 200	Introduction to Degree Completion	3
CPST 201	Civic Identity and Development	3
CPST 397	Capstone	3

### Core Requirements

The number of hours remaining toward Core requirements can vary due to transfer credit.<sup>1</sup>

### Mission Specific Requirements

Mission specific requirements can vary from 0 to 15 credit hours based on your prior credit.

### General Elective Requirements

Students may have some general elective coursework to complete if their transfer credit and remaining required hours (Core, mission specific, major, etc.) do not total 120.

**Total Hours** 120

<sup>1</sup> Core Requirements - Learn More (<https://catalog.luc.edu/undergraduate/university-requirements/university-core/>)

## Suggested Sequence of Courses

The School of Continuing and Professional Studies provides a high-touch advising model in order to incorporate the professional and educational outcomes of the student as well as any transfer credit accepted. In order to provide students with maximum flexibility in their education and because everyone's academic background will vary, advisors will work directly with students to determine an appropriate sequence of courses starting at admission into their respective program based on their needs and expected time to completion.

## Additional Undergraduate Graduation Requirements

All Undergraduate students are required to complete the University Core, at least one Engaged Learning course, and UNIV 101. SCPS students are not required to take UNIV 101. Nursing students in the Accelerated BSN program are not required to take core or UNIV 101. You can find more information in the University Requirements (<https://catalog.luc.edu/undergraduate/university-requirements/>) area.

## Learning Outcomes

Upon completion of All BA in Paralegal Studies students will be able to:

1. Locate relevant legal sources from federal and state jurisdictions and prepare summaries of these sources.
2. Develop legal arguments using court decisions, statutes, and administrative regulations.
3. Apply paralegal and attorney code of ethics to situations typically encountered by paralegals.
4. Demonstrate intermediate competence using typical office software including Word, Excel, Adobe and PowerPoint.
5. Draft pleadings, collect and organize factual information and pleadings to assist with investigation of the case, discovery and preparation for trial.
6. Assist attorneys who work for corporate clients document the organization and operation of business entities.
7. Draft contract provisions and coordinate the administrative process for contracts.