

PARALEGAL STUDIES - CORPORATE PRACTICE CERTIFICATE

The Corporate Practice Certificate is designed to prepare students to work in areas of law that are important in the transaction of business, such as corporate maintenance, due diligence, contracts, commercial transactions, and regulatory compliance.

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.

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

Related Programs Certificate

- Paralegal Studies - Customized Certificate (<https://catalog.luc.edu/graduate-professional/continuing-professional-studies/customized-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/>)

Curriculum

The Corporate Practice Certificate in Paralegal Studies requires the successful completion of 11 courses (22 semester hours).

Code	Title	Hours
All Certificates: Paralegal Core		
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
Corporate Practice Core		
PLST 362	Business Organizations	2
PLST 363	Contract Administration & Analysis	2
PLST 339	Secured Transactions and Bankruptcy	2
PLST 366	Litigation Topics for Corporate Paralegals	2
Elective Courses (p.)		
Select two of the following:		4
PLST 334	Legal Analysis: Practical Applications	
PLST 343	Real Estate Transactions I	
PLST 344	Real Estate Transactions II	
PLST 346	Advanced Litigation Technology	
PLST 348	Advanced Online Research Skills	
PLST 349	Torts	
PLST 350	Medical Malpractice	

PLST 351	Intellectual Property: Patents and Trade Secrets
PLST 352	Intellectual Property: Trademarks and Copyrights
PLST 353	Securities Regulation
PLST 355	Estates, Trusts & Wills
PLST 357	Family Law
PLST 358	Criminal Law and Litigation
PLST 359	Environmental Law
PLST 360	Employment Law
PLST 361	Immigration Law
PLST 368	Corporate Compliance Topics
PLST 398	Internship
Any other course for which the student qualifies	

Total Hours

22

Suggested Sequence of Courses

The Institute for Paralegal Studies provides a high-touch advising model in order to accommodate the professional experience and educational goals of each individual student. In order to provide students with maximum flexibility in their education, the Director will work directly with students to determine an appropriate sequence of courses starting at admission into their respective program based on their needs and career goals.

Graduate & Professional Standards and Regulations

Students in graduate and professional programs can find their Academic Policies in Graduate and Professional Academic Standards and Regulations (<https://catalog.luc.edu/academic-standards-regulations/graduate-professional/>) under their school. Any additional University Policies supersede school policies.

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.
- Demonstrate intermediate competence using typical office software including Word, Excel, Adobe and PowerPoint.
- Assist attorneys who work for corporate clients document the organization and operation of business entities.
- Retrieve information to conduct due diligence procedures for commercial and real estate transactions.
- Draft contract provisions and coordinate the administrative process for contracts.
- Help clients in regulated industries demonstrate compliance with government regulations.