

# PARALEGAL STUDIES - LITIGATION AND CORPORATE PRACTICE CERTIFICATE

This certificate combines the requirements of the Litigation Practice and Corporate Practice certificates<sup>1</sup> and is designed for students who wish to earn specialized credentials in both subject areas. Note that this certificate requires completion of a total of 28 semester credits, more than the other certificates.

*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 - Customized Certificate (<https://catalog.luc.edu/graduate-professional/continuing-professional-studies/customized-certificate-paralegal-studies/>)
- Paralegal Studies - Litigation and Corporate Practice Certificate (p. 1)

<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

The Dual Litigation and Corporate Practice Certificate in Paralegal Studies requires the successful completion of 14 courses (28 semester hours). Each course is two credit hours.

Code	Title	Hours
<b>Paralegal Core</b>		
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>Dual Certificate Core</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 Courses (p. )</b>		
Select three of the following:		6
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	
<b>Total Hours</b>	<b>28</b>

## 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.
- Draft court pleadings and maintain case files and databases.
- Collect and organize information through investigation and the discovery process.
- Help prepare the case for trial, and often assist attorneys at trial by coordinating the case material.
- 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.