

# PARALEGAL STUDIES - CORPORATE PRACTICE CERTIFICATE

## Corporate Practice

The Corporate Practice Certificate<sup>1</sup> 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.

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

<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. Click here ([https://www.luc.edu/media/lucedu/paralegal/pdfs/Route%20to%20a%20Paralegal%20Career\\_Loyola%20SCPS.pdf](https://www.luc.edu/media/lucedu/paralegal/pdfs/Route%20to%20a%20Paralegal%20Career_Loyola%20SCPS.pdf)) to learn more.

## Curriculum

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

Code	Title	Hours
<b>All Certificates: 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>Corporate Practice Core</b>		
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
<b>Elective Courses</b>		
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		
<b>Total Hours</b>		<b>22</b>

## Suggested Sequence of Courses

The below sequence of courses is meant to be used as a suggested path for completing coursework. An individual student's completion of requirements depends on course offerings in a given term as well as the start term for a major or graduate study. Students should consult their advisor for assistance with course selection.

Course	Title	Hours
<b>Year 1</b>		
<b>Fall</b>		
PLST 331	Introduction to Paralegal Studies	2
PLST 362	Business Organizations	2
<b>Hours</b>		<b>4</b>
<b>Spring</b>		
PLST 332	Legal Research and Writing I	2
PLST 366	Litigation Topics for Corporate Paralegals	2
<b>Hours</b>		<b>4</b>
<b>Summer</b>		
PLST 333	Legal Research and Writing II	2
PLST 335	Legal Ethics	2
<b>Hours</b>		<b>4</b>
<b>Year 2</b>		
<b>Fall</b>		
PLST 339	Secured Transactions and Bankruptcy	2
Select one from list of Electives		2
<b>Hours</b>		<b>4</b>
<b>Spring</b>		
PLST 363	Contract Administration & Analysis	2
Select one from list of Electives		2
<b>Hours</b>		<b>4</b>
<b>Summer</b>		
PLST 345	Law Office Computer Applications	2
<b>Hours</b>		<b>2</b>
<b>Total Hours</b>		<b>22</b>

## 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/graduate-professional-academic-standards-regulations/>) under their school. Any additional University Policies supercede school policies.

## Learning Outcomes

Upon completion of the certificate:

1. Prepare summaries of court decisions, statutes, and administrative regulations.

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2. Develop legal arguments using court decisions, statutes, and administrative regulations.
3. Locate relevant legal sources from federal and state jurisdictions.
4. Apply paralegal and attorney code of ethics to situations typically encountered by paralegals.
5. Demonstrate intermediate competence using typical office software including Word, Excel, Adobe and PowerPoint.
6. Assist attorneys who work for corporate clients document the organization and operation of business entities.
7. Retrieve information to conduct due diligence procedures for commercial and real estate transactions.
8. Draft contract provisions and coordinate the administrative process for contracts.
9. Help clients in regulated industries demonstrate compliance with government regulations.