

PARALEGAL STUDIES - LITIGATION AND CORPORATE PRACTICE CERTIFICATE

This certificate combines the requirements of the Litigation Practice and Corporate Practice certificates¹ 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.

¹ 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
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
Dual Certificate Core		
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
Elective Courses		
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		
Total Hours		28

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
Year 1		
Fall		
PLST 331	Introduction to Paralegal Studies	2
PLST 362	Business Organizations	2
Hours		4
Spring		
PLST 332	Legal Research and Writing I	2
PLST 340	Civil Litigation I	2
Hours		4
Summer		
PLST 333	Legal Research and Writing II	2
PLST 341	Civil Litigation II	2
Hours		4
Year 2		
Fall		
PLST 339	Secured Transactions and Bankruptcy	2
Select one from list of Electives		2
Hours		4
Spring		
PLST 363	Contract Administration & Analysis	2
Select one from list of Electives		2
Hours		4
Summer		
PLST 342	Litigation Technology & eDiscovery	2
Select one from list of Electives		2
Hours		4
Year 3		
Fall		
PLST 345	Law Office Computer Applications	2
Select one from list of Electives		2
Hours		4
Total Hours		28

Learning Outcomes

Upon completion of the certificate:

1. Prepare summaries of court decisions, statutes, and administrative regulations.
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. Draft court pleadings and maintain case files and databases.
7. Collect and organize information through investigation and the discovery process.
8. Help prepare the case for trial, and often assist attorneys at trial by coordinating the case material.
9. Assist attorneys who work for corporate clients document the organization and operation of business entities.
10. Retrieve information to conduct due diligence procedures for commercial and real estate transactions.
11. Draft contract provisions and coordinate the administrative process for contracts.
12. Help clients in regulated industries demonstrate compliance with government regulations.