

# Paralegal Certificate Program

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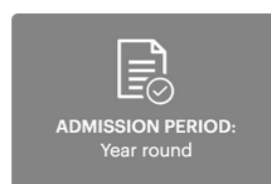
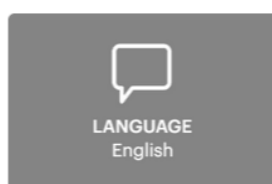
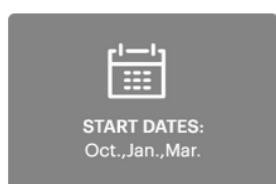
## An overview

The European Business University of Luxembourg's Paralegal certificate program provides students with a fundamental understanding of the legal system. This certification program is often pursued by students looking to transition to the paralegal profession, or by practicing paralegals seeking advancement. Enrolled students are trained to understand court systems, prepare legal documents for civil lawsuit cases, draft memoranda, perform legal research, analyze case facts and interview clients.

Coursework in this paralegal studies program is designed to train students to perform a range of support tasks for lawyers. Common topics include:

- Civil procedures
- Computer applications for paralegals
- Estates
- Legal writing and research
- Litigation
- Trial preparation

Scheduled completion time is 20 months.



STUDENTS COMPLETING THIS CERTIFICATE PROGRAM PURSUE CAREERS IN:

- ✓ Private Law Firms
- ✓ Corporations
- ✓ Government
- ✓ Non-profit Organizations
- ✓ Education

## Paralegal Certificate Program Learning Outcomes

The European Business University of Luxembourg's Paralegal Certificate will enable you to know:

- The origins of the legal system, and which authority is the most important
- The meaning and application of important legal terminology
- Legal ethics, legal authority, analysis and legal problem solving
- How to conduct legal research, prepare legal documents and conduct a legal interview

## Program Structure

PARALEGAL I	PARALEGAL II	ASSESSMENTS
<ul style="list-style-type: none"> <li>• Legal Terminology, Legal Process, and Rules of Civil Procedure</li> <li>• Ethics, Torts, and Contracts</li> <li>• Legal Documents and Legal Analysis</li> <li>• Discovery Documents and Legal Interviewing</li> <li>• Evidence</li> <li>• Legal Investigation</li> </ul>	<ul style="list-style-type: none"> <li>• Legal Authority</li> <li>• Introduction to Legal Research, Secondary Sources, and Finding Tools</li> <li>• Citation Format and Appellate Procedure</li> <li>• Computerized Legal Research</li> <li>• Legal Writing and Analysis</li> <li>• Law Office Administration</li> </ul>	<p><b>PARALEGAL I</b> Six tests, two memos, and class participation assignments</p> <p><b>PARALEGAL II</b> 50-point short answer/essay exam covering the topics in that lesson's reading.</p>

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Château de Wiltz, 35, 9516 Wiltz  
Grand Duchy of Luxembourg