



Pre-Law & Paralegal Studies Certificate of Completion

**Prepare for a paralegal career in 24 hours,
in person or online.**

QUESTIONS?

PRE-LAW & PARALEGAL STUDIES COORDINATOR:

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SCHOOL OF SOCIAL SCIENCES AND APPLIED PROGRAMS:

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NSULA ADMISSIONS:

admissions.nsula.edu
admissions@nsula.edu
(800) 767-8115

REGISTRAR'S OFFICE:

www.nsula.edu/registrar/
registrar@nsula.edu
(800) 807-8849

An eight-course, 24-hour focus on paralegal studies designed for working learners. Online or in-person. May be taken during a degree program or independently as a non-degree certificate. Must have a high school diploma and solid writing and computer skills.

About the Certificate of Completion

Students will complete with a Certificate of Completion in Pre-Law and Paralegal Studies (PLPS) and with practical skills in legal research, writing, and drafting, as well as substantive and procedural law related to specific practices areas and an optional course on law office management. All courses are taught by licensed attorneys and cover both Louisiana's unique civilian law, based on the Spanish and French civil codes, and the common-law of the other states.

To add classes, contact the Registrar's office. PLPS 3010, Introduction to the Law, is highly recommended as a first course or concurrent course! Please contact the coordinator, Dr. Riall, before registering!

Start a Paralegal Career

Paralegals are highly-skilled and trained assistants to lawyers—a lawyer's "other brain." Paralegals conduct legal research and writing alongside and under the supervision of lawyers, draft documents, assist in trial preparation, interview clients and witnesses, and may manage law offices. Although they are not licensed to practice law and cannot appear in court or give legal advice, paralegals do much of the work that lawyers do and can save clients and firms money.

PLPS graduates have legal research and writing skills and knowledge of substantive law.

Internet or In-Person in Two Years ... Options for You

This minor can be earned online, in-person, or both. No campus visits are required—you can enroll and take classes over the Internet. NSU accepts transfer credits and is designated as a Military-Friendly University. Out-of-state students who are Internet-only pay the in-state tuition rate!

Courses are offered on a rotation so you can complete in no more than two years taking two classes each fall and spring. As enrollment permits, additional courses may be offered.

Required Courses

- PLPS 3010 (Introduction to the Law)
- PLPS 4020 and 4090 (Legal Research and Writing I and II)
- 15 additional hours of PLPS subject-area classes. Offerings vary but include Family Relations Law, Law Office Management, Wills and Estates, Litigation, Corporations, and American Indians and the Law.
- A minimum of two classes are offered fall and spring semesters, meaning you can complete in no more than four semesters.

Fee Reduction for Law Enforcement Officers and Public Safety Personnel

NSU offers fee exemption for commissioned full-time law enforcement and public safety officers, including firefighters and EMS personnel. Undergraduate students may enroll up to 9 undergraduate semester hours, and graduate students may enroll in up to 6 semester hours at the reduced rate. All additional hours will be at the standard tuition rate.