



# 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:

www.nsula.edu/ssap  
(318) 357-6967

### 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 who have litigation experience 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." Alongside and under the supervision of lawyers, paralegals conduct legal research and writings, 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. Through the course of the program, you will develop a rich portfolio that demonstrates for employers your ability to immediately go to work in the field.

## Internet or In-Person in One Year

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 one year taking four classes in fall and spring. As enrollment permits, additional courses may be offered. Not all classes are offered every year; contact Dr. Riall for advising.

## 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, Contract Law, and American Indians and the Law.

## Special Programs for Law Enforcement Officers, Public Safety Personnel, and Tribal Citizens

NSU offers a nine-hour undergraduate fee exemption for commissioned full-time law enforcement and public safety officers, including firefighters and EMS personnel. NSU also offers a tuition waiver for qualified federally recognized citizens of American Indian nations throughout the U.S.