



PARALEGAL.EDU

— ★ ★ ★ —
CENTER FOR ADVANCED LEGAL STUDIES

The Paralegal People®



WELCOME TO CENTER FOR ADVANCED LEGAL STUDIES

The mission of
Center for Advanced Legal Studies
is to provide students with the skills
and practical and ethical knowledge
necessary to excel as paralegals
and meet the needs of the legal,
governmental, and corporate
communities.

WHY OUR STUDENTS ACHIEVE THEIR GOALS

- ★ **Your success** in beginning or advancing your paralegal career is our priority.
- ★ **Your personal needs** are addressed with schedules structured around your lifestyle.
- ★ **Courses** are designed to prepare you to meet the needs of employers.
- ★ **Resources** are concentrated towards your paralegal education and training.
- ★ **Experienced attorneys** teach law specialty courses.
- ★ **Premium technology** is utilized in the delivery of online courses.
- ★ **Eight week terms** get you there faster.
- ★ **Financial Aid** is available for those who qualify. **(FAFSA School Code: 026047)**

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THE PARALEGAL PROFESSION

WHAT IS A PARALEGAL?

Paralegals and legal assistants perform a variety of tasks to support lawyers, including maintaining and organizing files, conducting legal research, investigating the facts of a case, interviewing clients and witnesses, and drafting documents to file with the court. Paralegals and legal assistants are found in all types of organizations, but most work for law firms, corporate legal departments, or government agencies.

HOW DO YOU BECOME A PARALEGAL?

Most paralegals and legal assistants have an associate's degree in paralegal studies, or a bachelor's degree in another field and a certificate in paralegal studies.*

WHAT IS THE JOB OUTLOOK FOR PARALEGALS?

According to the Bureau of Labor Statistics, *employment of paralegals and legal assistants is projected to grow 12 percent from 2018 to 2028, much faster than the average for all occupations. As law firms try to increase the efficiency of legal services and reduce their costs, they are expected to hire more paralegals and legal assistants.**

* Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Paralegals and Legal Assistants, on the Internet at <https://www.bls.gov/ooh/legal/paralegals-and-legal-assistants.htm> (visited May 13, 2020).



ONLINE OR ON CAMPUS WHICH WORKS BEST FOR YOU?

Do you want to attend classes on campus, or do you want classes delivered to you? Either way, you attend live classroom sessions along with your classmates and professors.

OPTIONS TO SUIT YOUR LIFE

★ **Online** - Complete your program in one of the most interactive online classrooms available.

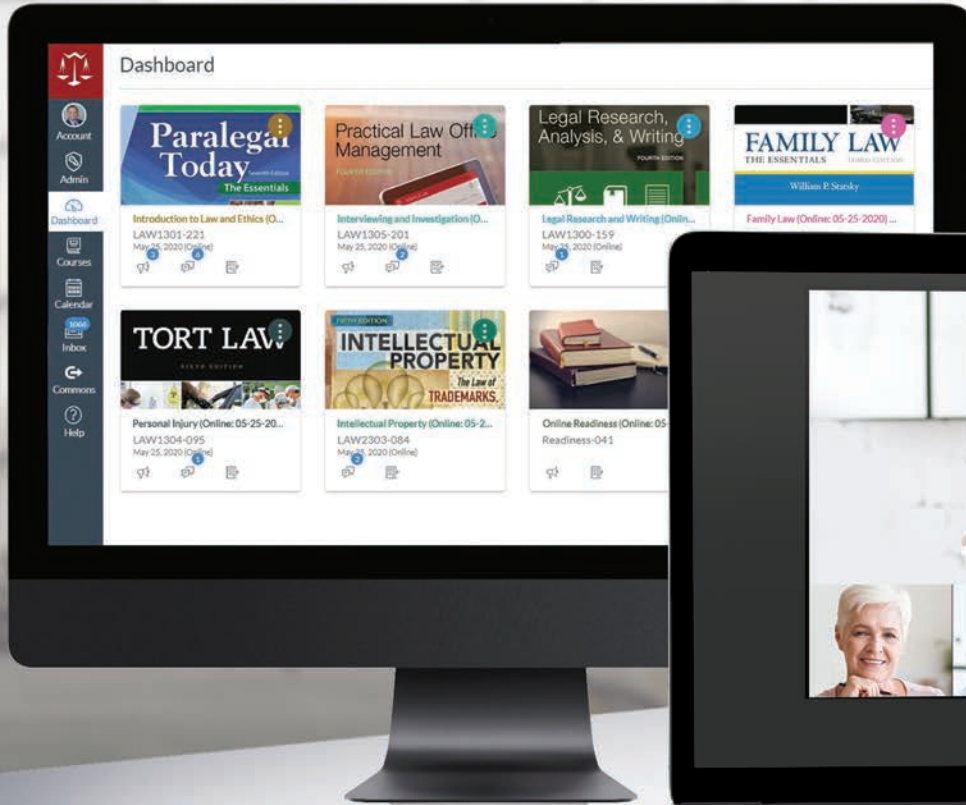
See and talk with your professor and classmates in real-time while attending class on your computer, laptop, smartphone or tablet. We bring the classroom to you.

★ **On Campus** - If a classroom setting is your preference, we've got you covered.

Classroom instruction provides traditional in-person lecture and increased opportunity for teamwork and collaboration. Weekday and Saturday classes are available.

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ONLINE CLASSES DELIVERED.



BORING ONLINE CLASSES ARE A THING OF THE PAST

Afraid you'll just be reading your textbooks and uploading assignments? Not at CALS.

Live online classes are delivered with **Blackboard Collaborate Ultra**, the industry leading platform designed for education.

In Collaborate, students can see and hear their instructors and classmates in real time from their computer, laptop, tablet, or smartphone. Go ahead, raise your hand and ask a question. That's why you're here. That's why we're here.

Outside of live class sessions students submit assignments, take online quizzes, and interact in lively online class discussions in **Canvas LMS**.

The paralegal profession isn't boring, and your path to get there shouldn't be either. If you have a passion for the law, and feel like online paralegal classes are the best option for you, we are confident you will enjoy your time at CALS.

Want to experience Blackboard Collaborate and see for yourself? Contact your admission representative for a consultation and demonstration. They look forward to hearing from you.

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PARALEGAL CERTIFICATE

Essential Paralegal Skills

8 months . 24 semester hours . \$9,300

Already have a college degree? This program is perfect for you!

Our Paralegal Certificate complements your degree and experience with essential paralegal skills needed to work with confidence in some of the most employable and interesting areas of law.

Seeking your first college degree? The certificate program will work for you as well. You can earn your certificate while working towards your associate's degree. Shorter path - fewer obstacles.

Why is it important to get both? Many employers and paralegal authorities recognize an associate's degree in paralegal studies as the minimum educational standard for paralegals. Those with a college degree in another subject plus a paralegal certificate meet the minimum standard as well. Graduates attaining these educational credentials are more competitive in the job market and have better opportunities for success and career advancement.

Students without a previous college degree are strongly encouraged to continue to the A.A.S. Degree program. Please contact your Admissions Representative for more details.

Core Courses 18 semester hours

Introduction to Law and Ethics
Interviewing and Investigation
Legal Research and Writing
Corporate and Business Law
Civil Procedure
Computers and the Law
+ 2 Electives

Electives 6 semester hours

Personal Injury*
Family Law*
Intellectual Property
Real Estate Law

** Recommended for students continuing on to the A.A.S. Degree program.*

AAS DEGREE PARALEGAL PROGRAM

Comprehensive Paralegal Skills

22 months . 62 semester hours . \$23,550*

Upon entering the **Associate of Applied Science** degree program, students are credited with the 24 semester hours previously earned in the certificate program. To further specialize, students select an additional 18 to 21 semester hours of law specialty courses in some of the more interesting and exciting areas of law.

Many associate degree programs concentrate on general education classes and leave little room for students to specialize as paralegals. By reducing our GenEd requirements and adding paralegal curricula, students continually focus on developing legal skills that apply towards their new career. **This is specialization.**

Students who have previously completed GenEd courses at other accredited colleges should submit an official transcript for evaluation to receive credit for all courses accepted.

** Students who complete the Paralegal Certificate transfer their coursework into the A.A.S. Degree program and reduce the cost to **\$14,250**.*

Core Courses 24 semester hours

(Included in Paralegal Certificate)
Introduction to Law and Ethics
Interviewing and Investigation
Legal Research and Writing
Corporate and Business Law
Civil Procedure
Computers and the Law
Personal Injury
Family Law

Additional A.A.S. Degree Courses

General Education 18 semester hours

English Composition I
English Composition II
General Psychology
American Government I
Introduction to Speech Communication
Anatomy & Physiology I

Electives 18-21 semester hours

Wills, Trusts and Probate
Criminal Law and Procedure
Real Estate Law
Intellectual Property
Immigration Law
E-Discovery
Advanced Civil Procedure
Advanced Research and Writing
Oil and Gas Law
Externship

Other Requirements

Business Math

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A woman with curly hair, wearing a dark patterned top and a red necklace, is sitting at a desk. She is smiling and looking at a tablet computer she is holding. On the desk, there is a laptop, a mouse, and some papers. The background is softly lit, suggesting a window with curtains.

PREMIUM TOOLS FOR PROFESSIONAL LEARNING

Center for Advanced Legal Studies provides students
with industry leading tools and technology.

USING THE BEST TOOLS FOR THE JOB

Not all paralegal programs are created equally. Center for Advanced Legal Studies provides students and faculty with many of the highest quality and modern learning tools and legal resources available. **Quality does make a difference.**

As a student, you'll benefit from these premium products:

- ★ **Canvas LMS.** Innovative and Intuitive Learning Management System.
- ★ **Blackboard Collaborate.** Real-time web-conferencing designed for education.
- ★ **Westlaw and Fastcase.** Online legal research services for attorneys and legal professionals.
- ★ **Cengage Unlimited.** Access virtually all your textbooks from your tablet or smartphone.
- ★ **Microsoft Office 365.** Includes Word, PowerPoint, Excel, Outlook, and more.
- ★ **Paralegal.edu email.** Your professional email address to keep after graduation.

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A young woman with brown hair pulled back, wearing a grey button-down shirt, is smiling and looking towards the right. The background is a dark grey gradient.

CAREER SERVICES

We all agree, there should be more at the end of your education than just a credential. There should be a career!

We are committed to helping you get started.

STARTING YOUR PARALEGAL CAREER

Graduates receive personalized guidance from our Director of Outreach and Career Services. Together, you will discuss your career goals and receive valuable resume assistance and interview preparation. Not everyone needs or requests assistance. We are here if you do.

As a graduate, you can request help with these services:

- ★ **Personal Counseling.** Take advantage of our years of experience in the legal community.
- ★ **Resume Review and Critique.** Professional guidance in preparing your resume.
- ★ **Interview Tips.** Learn how to impress attorneys and legal hiring managers.
- ★ **Dedicated Job Board.** Website for the exclusive use of CALS graduates and employers.
- ★ **Available Externships.** Gain legal experience before you graduate.

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ACCREDITATION

Center for Advanced Legal Studies is an institutionally accredited college active within the paralegal community. Listed below are our current accreditation and licensing affiliations.



Accrediting Commission of Career Schools and Colleges

Center for Advanced Legal Studies is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, Virginia 22201
Telephone: 703-247-4212 / FAX: 703-247-4533, www.accsc.org



Council on Occupational Education

Center for Advanced Legal Studies is accredited by the Commission of the Council on Occupational Education. Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898 / FAX: 770-396-3790, www.council.org



Texas Workforce Commission, Career Schools and Colleges

The Career Schools & Colleges program regulates career schools in Texas and provides information and technical assistance to schools, students and the public.
Career Schools and Colleges, Room 226T, 101 East 15th Street, Austin, TX 78778-0001,
Phone: 512-936-3100, <http://csc.twc.state.tx.us>



Texas Higher Education Coordinating Board

Approves and regulates all degree granting institutions in the State of Texas and as such, authorizes the Associate of Applied Science Degree Program at Center for Advanced Legal Studies.
Office of the General Counsel, P.O. Box 12788, Austin, Texas 78711-2788, <http://www.theccb.state.tx.us>

MEMBERSHIPS AND PROFESSIONAL ASSOCIATIONS



A.A.f.P.E.

Promotes quality paralegal education, develops educational standards and encourages professional growth.



H.C.P.A.

Promotes the continued professionalism of the corporate paralegal.



A.L.A.

Founded in 1971 to provide support to professionals involved in the management of various legal agencies.



N.F.P.A.

Founded in 1974, N.F.P.A. was the first national paralegal association.



H.P.A.

Provides programs of education and professional development.



G.I. Jobs

The premier resource for education and assistance for military transitioners.



N.A.L.A.

One of the nation's leading professional association for paralegals.



Military Friendly

Rated CALS one of the best schools for your hard earned benefits. We appreciate your service.



Best for Vets Award

Ranked CALS high for veterans services, tuition assistance and GI Bill, academic measures & more.



Paralegal Division of State Bar of Texas

State-wide organization for legal assistants and paralegals.



H.M.P.A.

Founded in 1978 to promote the professional advancement of paralegals in the Houston metropolitan area.



CALS Alumni Network

Graduates qualify to join our Alumni Network to participate in alumni activities and social functions.

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NEXT STEPS

Our professional staff is ready to assist you. Please contact us if you have any questions or require additional assistance.

LET'S GET STARTED

Need help with any of the following?

- Submit Application
- Schedule Consultation
- Apply for Tuition Financing [FAFSA]
- Complete Enrollment Agreement
- Schedule Orientation

Office Hours

(or by appointment)

Monday 9AM - 5PM CST

Tuesday 9AM - 5PM CST

Wednesday 9AM - 4PM CST

Thursday 9AM - 5PM CST

Friday 9AM - 4PM CST

Saturday 9AM - 1PM CST

Sunday Closed

Contact us today: 1-800-446-6931

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**PRESTIGIOUS.
PROFESSIONAL.
PARALEGAL.**

VISIT US: PARALEGAL.EDU . TALK TO US: 1-800-446-6931

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800 W SAM HOUSTON PKWY S, SUITE 100, HOUSTON, TEXAS 77042-1912