



# 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  
knowledge and skills necessary  
to meet the needs of the legal,  
governmental, and business  
communities.

# Helping advance your interest in law since 1987

Center for Advanced Legal Studies (CALS) was founded in 1987 to provide education and training to those interested in entering the legal profession as **paralegals**. During this time, CALS has helped thousands of graduates achieve their goal of becoming successful paralegals by providing high-quality, accredited **paralegal certificate** and **associate of applied science degree** programs.

Recognizing the need to provide its graduates with avenues to continue their education past the associate degree level, CALS received additional accreditation in 2020 to develop bachelor's degrees **designed to enhance and advance the careers of paralegals** and empower them to qualify for new opportunities. With input from students, alumni, faculty, and the Program Advisory Committee, CALS is pleased to announce the availability of its **Bachelor of Arts: Law and Business** degree plan designed for paralegals and other legal professionals.

The **Bachelor of Arts: Law and Business** degree combines a student's prior education in paralegal or legal studies with additional upper-level law courses and a selection of valuable business topics. For those paralegals looking to take the next step in their career through the continued study of law and business, this bachelor's degree is designed for you.

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A professional woman with short blonde hair, wearing a light blue button-down shirt, sits at a desk in an office. She is smiling and resting her chin on her hand. In front of her is an open laptop. In the background, two other people are working: a woman in a white shirt and brown pants, and a man in a blue shirt and glasses. There are stacks of papers and files on the desks.

**CALS**  
**Prioritizes**  
**your Success**

# Why our students achieve their goals

- ★ **Your success** in beginning or advancing your 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 education and training.
- ★ **Experienced attorneys** teach law specialty courses.
- ★ **Experienced business professionals** teach business 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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A professional woman with red hair, wearing a dark blue blazer over a white collared shirt, is looking down at a white document she is holding. She is smiling slightly. In the background, two other people are visible but out of focus.

# 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 14 percent from 2021 to 2031, 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 August 12, 2023).

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A young woman with voluminous, curly brown hair is shown from the side, smiling warmly at the camera. She is wearing a dark denim jacket over a light-colored top. Her right hand is pointing her index finger towards the screen of an open laptop computer. The laptop is silver and is resting on a white surface. The background is a bright, slightly blurred indoor setting.

# 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

The image displays a digital learning environment. On the left, a mobile device screen shows a dashboard with course cards for "Paralegal Today", "Practical Law Office Management", "Legal Research, Analysis, & Writing", "FAMILY LAW THE ESSENTIALS", "TORT LAW", and "INTELLECTUAL PROPERTY". Each card includes course details like title, edition, and description. On the right, a laptop screen shows a video conference interface with a woman in the main frame and four smaller video feeds of other participants at the bottom. The laptop is positioned on a stand.

# 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**, an 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!

The **Paralegal Certificate** complements your degree with the essential knowledge and skills needed to work with confidence in many of the most employable and interesting areas of law. With your degree, this certificate meets the educational expectations of paralegal employers, paralegal organizations, and state regulatory agencies.

**Seeking your first college degree?** Many employers and paralegal authorities recognize an associate's degree in paralegal studies as the minimum educational standard for paralegals. Applicants without a degree seeking to enter the paralegal profession are often better served pursuing the **AAS Degree Paralegal Program** instead to meet these requirements.

**Already working as a paralegal or have college credits?**

Applicants without a college degree who are currently working as paralegals or in similar roles, or those who have sufficient previous college credit to transfer, may benefit from pursuing the **Paralegal Certificate** as well. Your Admissions Representative can help establish an academic plan that works best for you based on your work history and prior college credit.

**Required 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

**Electives** 6 semester hours

Personal Injury \*  
Family Law \*  
Intellectual Property  
Real Estate Law  
Advanced Civil Procedure

\* Recommended course electives

**Alumni benefit**

Graduates of the Paralegal Certificate program who have previously earned a bachelor's degree can take additional paralegal elective courses for just \$350 each plus books and any related fees.

# AAS Degree Paralegal Program

Comprehensive Paralegal Skills

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

The **Associate of Applied Science Degree Paralegal Program** is designed to provide students with the knowledge and skills necessary to enter the paralegal profession and meet the minimum educational requirements expected by employers. This degree also satisfies the educational standards recommended by national paralegal organizations and required by some state agencies.

The AAS Degree allows students to study many of the most interesting and employable areas of law and complete their degree with a selection of valuable general education courses. To further specialize, students select 17-21 semester hours of law specialty course electives. Students who have previously earned a college degree should consider the **Paralegal Certificate** program instead.

## **Take the next step in your education and career!**

Students who complete the AAS Degree are eligible to continue on to the **Bachelor of Arts: Law and Business** program. The AAS Degree represents 60-66 of the 120 semester credit hours required to earn the bachelor's degree.

### **Required Core Courses** 24 semester hours

Introduction to Law and Ethics  
Interviewing and Investigation  
Legal Research and Writing  
Civil Procedure  
Personal Injury  
Corporate and Business Law  
Family Law  
Computers and the Law

### **General Education** 21 semester hours

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

### **Electives** 7 courses or 5 plus Externship

Criminal Law and Procedure  
Wills, Trusts, and Probate  
Intellectual Property  
Real Estate Law  
E-Discovery  
Immigration Law  
Advanced Civil Procedure  
Advanced Research and Writing  
Oil and Gas Law  
Contracts  
Paralegal Certification Preparation  
Externship (2 credit hours)

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# Advancing your Career



# Bachelor of Arts: Law and Business

Students at Center for Advanced Legal Studies enroll in paralegal programs because they are interested in law and desire to pursue or advance their paralegal or related careers. This has been, and remains, the primary mission of CALS since its founding in 1987. However, many students recognize the benefits of earning a higher level degree after completing their paralegal certificate or associate degree.

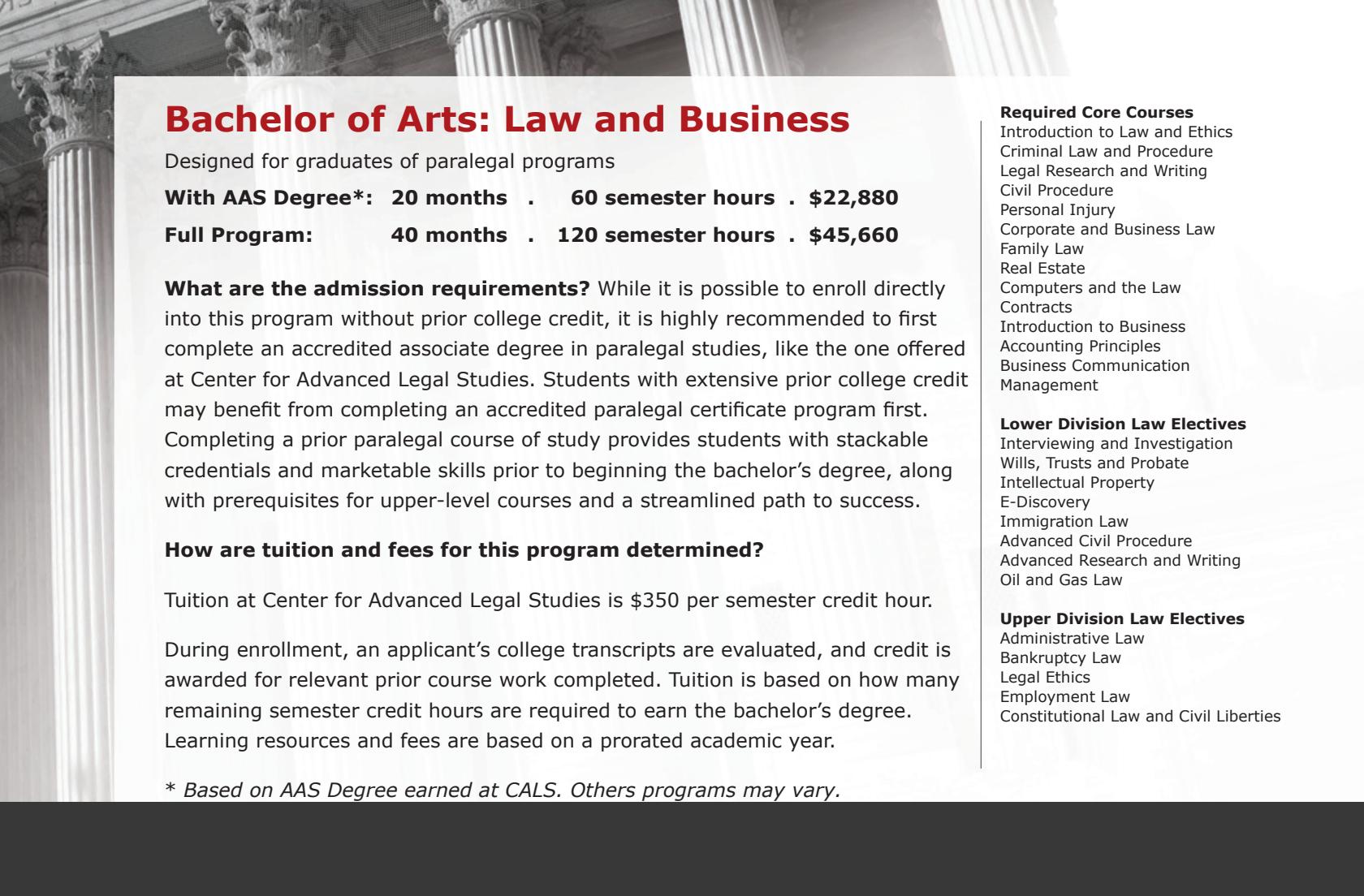
The **Bachelor of Arts: Law and Business** program provides students with the additional knowledge and skills required to further their chosen careers. Whether they seek to enhance their existing paralegal career, qualify for jobs that require a 4-year degree, or want to pursue opportunities in the business sector, this degree plan can help further their career objectives.

## Designed for graduates of paralegal programs

Whether you are a graduate of Center for Advanced Legal Studies or another accredited paralegal program, this bachelor's degree program has been designed for you!

Students begin where their previous studies ended by transferring in prior credits from their paralegal certificate or degree program and then taking only those courses necessary to satisfy the bachelor's degree requirements. Combined with one's previous paralegal education, graduates of this bachelor's degree program will be ready for more opportunities that come their way.

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# Bachelor of Arts: Law and Business

Designed for graduates of paralegal programs

**With AAS Degree\*: 20 months . 60 semester hours . \$22,880**

**Full Program: 40 months . 120 semester hours . \$45,660**

**What are the admission requirements?** While it is possible to enroll directly into this program without prior college credit, it is highly recommended to first complete an accredited associate degree in paralegal studies, like the one offered at Center for Advanced Legal Studies. Students with extensive prior college credit may benefit from completing an accredited paralegal certificate program first. Completing a prior paralegal course of study provides students with stackable credentials and marketable skills prior to beginning the bachelor's degree, along with prerequisites for upper-level courses and a streamlined path to success.

## How are tuition and fees for this program determined?

Tuition at Center for Advanced Legal Studies is \$350 per semester credit hour.

During enrollment, an applicant's college transcripts are evaluated, and credit is awarded for relevant prior course work completed. Tuition is based on how many remaining semester credit hours are required to earn the bachelor's degree. Learning resources and fees are based on a prorated academic year.

\* Based on AAS Degree earned at CALS. Others programs may vary.

### Required Core Courses

Introduction to Law and Ethics  
Criminal Law and Procedure  
Legal Research and Writing  
Civil Procedure  
Personal Injury  
Corporate and Business Law  
Family Law  
Real Estate  
Computers and the Law  
Contracts  
Introduction to Business  
Accounting Principles  
Business Communication  
Management

### Lower Division Law Electives

Interviewing and Investigation  
Wills, Trusts and Probate  
Intellectual Property  
E-Discovery  
Immigration Law  
Advanced Civil Procedure  
Advanced Research and Writing  
Oil and Gas Law

### Upper Division Law Electives

Administrative Law  
Bankruptcy Law  
Legal Ethics  
Employment Law  
Constitutional Law and Civil Liberties

## What are the graduation requirements?

Completion of 120 semester credit hours of accredited coursework including the following minimums:

<b>Course Level Requirements</b>	<b>Semester Hours</b>
Required Core Occupational Courses	42
Lower Division (1000/2000) Law Electives	9
Upper Division (3000/4000) Law Electives	9
Upper Division (3000/4000) Business Electives	12
Academic General Education Courses	30
Other Required Courses	6
Additional Electives (Law and/or Business)	12
<b>TOTAL</b>	<b>120</b>

## What are the employment opportunities?

Students earning this bachelor's degree should feel empowered to pursue career enhancement and advancement opportunities within the legal professions, including but not limited to paralegal. Graduates should be confident in their ability to transition into business environments in which a person's knowledge and experience in law, along with foundational business proficiency in management, marketing, human resources, communication, project management, and other disciplines, are valued.

### Upper Division Business Electives

- Marketing
- Business Ethics
- Human Resources
- Finance
- Project Management
- International Business

### Other Required Courses

- Introduction to Criminal Justice
- Criminology

### Academic General Education Courses

- English Composition I
- English Composition II
- Introduction to Sociology
- Introduction to Speech Communication
- Contemporary Mathematics
- General Psychology
- American Government I
- Anatomy & Physiology I
- Principles of Economics
- Comparative Politics

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A photograph of a young woman with curly hair, wearing a dark blue patterned top and a red necklace, smiling while looking at a tablet computer. She is seated at a light-colored wooden desk. On the desk, there is a white keyboard, a white mouse, a pair of glasses, and a smartphone. In the background, there are more electronic devices, including a laptop and a monitor. The lighting is warm and focused on her face and the tablet.

# 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 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 Ultra.** 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 professional portrait of a young woman with long brown hair pulled back. She is wearing a light grey button-down shirt and is smiling warmly at the camera. Her gaze is directed slightly to her right, suggesting a sense of optimism or forward-looking intent.

# 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 Or Enhancing 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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# Course Descriptions

## Law Courses

### LAW1300 Legal Research and Writing

This class is an introduction to the court system and the many types of research tools and methods used in a law office. Students are introduced to electronic legal research and Westlaw®, learn to distinguish between primary and secondary authority, learn to locate cases and verify their authority, and are introduced to Bluebook® citation and how to brief cases.\*45/3/0/3

### LAW1301 Introduction to Law and Ethics

History and nature of law, with emphasis placed on the role of the paralegal. Introductory survey of substantive and procedural law. Relationships between the paralegal, attorney, co-workers, and the general public are stressed. Ethical issues, such as attorney advertising, unauthorized practice of law, confidentiality, conflicts of interest, and other practical aspects of ethics are covered. Students learn to demonstrate an understanding of the nature of law and the paralegal's role within the profession. 45/3/0/3

### LAW1303 Criminal Law and Procedure

Students learn the principles of criminal accountability and the constitutional and procedural protections provided to an accused person. The course is focused primarily on constitutional rights and generic substantive criminal law and procedure. Students learn to use and understand the Texas Penal Code and the Texas Code of Criminal Procedure. Particular attention is devoted to the role of the paralegal in a criminal law practice. 45/3/0/3

### LAW1304 Personal Injury

This course covers various theories under which an injured party may seek redress for physical and economic injuries, including intentional torts, negligence, and strict liability. The course also covers bodily injury damage and property damage, as well as other types of compensation, such as worker's compensation. Students

learn the practical aspects of personal injury practice as covered from both the plaintiff's and defense perspectives. 45/3/0/3

### LAW1305 Interviewing and Investigation

Civil jurisprudence and investigative techniques are studied in this class. Throughout the course, students learn to combine an understanding of basic legal principles with an ethical approach to investigations. Emphasis is placed on the use of public resources for the various types of investigations which students will encounter in actual practice after graduation. 45/3/0/3

### LAW1306 Wills, Trusts, and Probate

Theory of this subject is understood by utilizing the code and textual material. The law of Wills is studied, and students learn to produce a written Will and probate documents. Each aspect of probate practice is reviewed, with emphasis on the paralegal's role in such a practice. Students study and learn how to prepare probate documents, applying different methods of probating a Will and an intestate estate as practical assignments. Appropriate terminology and the requirements of law offices practicing in this area are examined. Basic tax and estate planning principles are also covered. 45/3/0/3

### LAW1307 Civil Procedure

This course covers the initiation, discovery, and management of civil cases in state and federal court, from the beginning of the suit through trial and appeal. Topics include the resolution of jurisdictional questions, preparation and management of pre-trial discovery, development and understanding of evidence issues, summarizing depositions, and preparation of witnesses for deposition and trial. Further, students learn to prepare pleadings and trial notebooks. Finally, students are familiarized with e-filing, e-discovery, and various case management systems such as ProDoc®. 45/3/0/3

45/3/0/3 indicates number of hours of theory/lab/externship/semester hours

### **LAW2301 Corporate and Business Law**

Students study various forms of business organizations and laws affecting business organizations. Subjects covered include sole proprietorships, partnerships, corporations, limited liability companies, and the law of agency. Students learn to prepare documents necessary to create each form of business organization including the incorporation of business. Practical assignments are given to assist in understanding various concepts of law within a business environment. 45/3/0/3

### **LAW2302 Family Law**

This is a detailed study of legal aspects of family law. Subject matter includes marriage, divorce, marital property, child custody, support, termination, and adoption. Students learn to prepare the common documents directly related to the practice of family law. Equally important, students learn to understand the legal theories behind the documents they prepare. 45/3/0/3

### **LAW2303 Intellectual Property**

In this course, students gain a basic understanding of legal protection given to works of authorship, trade secrets, trademarks, and patents. Students learn the foundation of this area of law and the practical considerations encountered in the practice of intellectual property law. 45/3/0/3

### **LAW2304 Real Estate**

This is a survey course in which students learn to review or draft earnest money contracts, deeds, mortgage instruments, foreclosure notices, liens, leases, and other real estate documents. Students learn legal concepts that relate directly to the documents such as estates in land, homestead, fixtures, and easements. Students learn to develop skills in recording documents, conducting a title search, and foreclosure sale. 45/3/0/3

### **LAW2305 Computers and the Law**

This course covers specific computer applications and techniques utilized in today's modern law office and addresses ethical issues associated with technology and Internet communications. Students learn the function and utility of Microsoft Office applications

including Outlook, Word, Excel, and PowerPoint, learn to generate legal documents with document assembly software, and learn principles of case management software including Clio® 45/3/0/3

### **LAW2307 E-Discovery**

This advanced civil discovery course is designed for students to learn and apply current e-Discovery concepts and procedures required in modern civil discovery and complex litigation. Legal disputes increasingly require the collection and analysis of electronically stored information (ESI) as part of the discovery phase of litigation, and corporations must meet certain electronic information requirements to mitigate risk and expense. In this course, students learn to apply the Electronic Data Reference Model (EDRM) to properly manage the various stages of e-Discovery including information management, identification, preservation and collection, review and analysis, production and presentation. Students will learn to use e-Discovery software and tools and apply this understanding to real world case scenarios through projects requiring the application of case management systems. Students also demonstrate knowledge of case law relating to e-Discovery issues in various projects and assignments. 45/3/0/3 Prerequisites: LAW1307 Civil Procedure and LAW1300 Legal Research and Writing

### **LAW2208 Externship**

Externships are designed to give each student practical, on-the-job experience by working with an attorney, judge, legal department of a corporation, or other law-related business. Students learn to apply the skills and knowledge obtained in the classroom to everyday situations, resulting in an equally beneficial relationship between a student extern and his or her supervisor. Students also complete standardized activities that supplement their Externship experience. Externships are offered during a student's final term. 0/0/96/2

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### **LAW2309 Immigration Law**

This course introduces students to the practice of United States Immigration & Nationality Law. Topics include immigration courts and agencies, immigrant and non immigrant visas, admission to and removal from the United States, naturalization, refugees and asylum, appeal process, and preparation of various immigration forms. 45/3/0/3

### **LAW2310 Advanced Civil Procedure**

This demanding course is designed to prepare students for the rigors of civil litigation. Course topics include post discovery motions and pleas, alternate dispute resolution and mediation, challenges to expert witnesses, amendments and supplements to pleadings, and preparation for trial. Students are presented with examples and scenarios illustrative of real world practices and procedures relating to the final stages of litigation with special emphasis placed on accuracy and timeliness of document production and filing. Students participate in a final course project in which teams of students compete against one another simulating the full range of civil procedure paper practice from the original complaint to pretrial motions. 45/3/0/3 Prerequisite: LAW1307 Civil Procedure

### **LAW2311 Advanced Research and Writing**

This course further develops the research and writing skills learned in LAW 1300 Legal Research and Writing. Students conduct more detailed legal research and learn to write briefs for pre-trial and post-trial motions. Students also learn the form and practice specific to appellate briefs. 45/3/0/3 Prerequisite: LAW1300 Legal Research and Writing

### **LAW2312 Oil and Gas Law**

This course will examine the process by which oil, gas, and other minerals are produced and the legal issues relative to the various stages of production. It will also explore the property rights that allow for production. Students will learn to prepare deeds, leases, utilization contracts, releases and other legal documents by which those rights are created and extinguished. Examples of topics covered by the course will include, among others, environmental remediation of oilfield sites, federal and state regulation of the oil and gas industry, mineral royalty disputes, oil and gas exploration and production. 45/3/0/3  
Prerequisite: LAW2304 Real Estate, LAW2314 Contracts

### **LAW2314 Contracts**

Topics include the common law of contracts, the Uniform Commercial Code, consumer protection, E-commerce and electronic transactions, and electronic signatures. Students will learn how to identify and apply concepts of offer and acceptance, consideration, enforcement, contract formation, performance and discharge, third party contracts, and remedies. The Uniform Commercial Code will be examined in detail and with exercises promoting its practical application. 45/3/0/3

### **LAW2320 Paralegal Certification Review**

Designed to prepare current and future paralegal professionals for success in earning their national certification credential from one of three existing paralegal certification examinations sponsored respectively by the National Association of Legal Assistants (NALA), the National Association of Legal Secretaries and Legal Professionals (NALS), and the National Federation of Paralegal Associations (NFPA). 48/0/0/3

### **LAW3301 Administrative Law**

Administrative law is the study of how agencies are created, how agencies do their work, and how agencies are controlled. This course addresses the history and creation of administrative agencies, rules and the rule making process, and the executive, legislative, and judicial control of administrative agencies. 45/3/0/3

### **LAW3302 Bankruptcy Law**

Addresses the history and evolution of bankruptcy laws, bankruptcy as a remedy to both creditors and debtors, initiation of bankruptcy filings, various chapters of the Bankruptcy Code including Chapter 7 and its limitations, Chapter 11 business reorganization, Chapter 13 wage-earner procedures, and other topics, procedures, and forms relevant to current bankruptcy law and practice. 45/3/0/3

### **LAW4301 Legal Ethics**

Legal ethics and professionalism are an important part of each legal professional's studies and are defined through jurisdiction-specific rules and case law. This course addresses the unauthorized practice of law, confidentiality, attorney-client privilege, conflicts of interest, advertising and solicitation, fees and fee sharing, and essentials of legal ethics and professional responsibility. 45/3/0/3

### **LAW4302 Employment Law**

This course examines legal issues at each stage of the employment process. Students examine the sources of employment law, substantive rights of employees, enforcement of applicable laws, the employment relationship, discrimination, recruitment, hiring and promotion decisions, harassments issues, disability accommodation, compensation and benefits, occupational safety and health, termination, and other topics. 45/3/0/3

### **LAW4303 Constitutional Law and Civil Liberties**

Constitutional principles affect numerous areas of law, including criminal law, family law, employment law, and personal injury litigation. This course addresses the Constitution, federal judicial, legislative, and executive powers, the authority of states, protection of civil rights and liberties, equal protection and due process, economic freedom and property rights, freedom of expression and religion, and the right to privacy among other topics. 45/3/0/3

## **Business Courses**

### **BUSI2301 Introduction to Business**

Foundational introduction to modern business environments and practices including economics, markets, communication, business formation, entrepreneurship, accounting, finance, marketing, and business ethics among other topics. 45/3/0/3

### **ACCT2301 Accounting Principles**

Essential topics of financial and managerial accounting designed to provide non-accounting majors with a working knowledge of accounting concepts. Using a financial statement framework, student

learn fundamental accounting concepts and engage with financial reports including income statements, balance sheets, statement of cash flows, inventory, and equity among others. 45/3/0/3

### **BUSI3310 Business Communication**

Students strengthen communication skills needed for professional success in the modern digital age by examining model documents and completing meaningful writing assignments. Professionalism, intercultural communication, business messaging, workplace communication, proposals, presentations, and report writing are emphasized. 45/3/0/3

### **BUSI3311 Management**

Introduction to the fundamentals of management focused on management functions, managerial roles, organizational environments, ethics and social responsibility, planning and decision making, departmentalization, team building and leadership. 45/3/0/3

### **BUSI3312 Marketing**

Marketing principles such as strategic planning, consumer decision making, business marketing, segmentation and targeting, research, products, distribution, supply chain management, retailing, and promotion and communication strategies. Students also apply what they have learned toward advertising, public relations, sales promotion, and social media. 45/3/0/3

### **BUSI4301 Business Ethics**

Making good business ethical decisions is just as important to business success as mastering management, marketing, finance, and accounting. This course examines the importance of applying sound business ethics relating to stakeholder relationships, corporate governance, sustainability, mandated requirements for legal compliance such as the Sarbanes-Oxley (SOX) Act and Dodd-Frank, core and best practices, and emerging issues in business ethics. 45/3/0/3

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### **BUSI4302 Human Resources**

Seeks to equip students with the tools and practices of HR management and promote in them an appreciation for the changes they can make by understanding how best to manage people. Emphasis is placed on challenges of human resource management, strategy and planning, equal employment opportunity, job analysis and design, recruitment, hiring and onboarding, and training and development. 45/3/0/3

### **BUSI4303 Finance**

Designed to help and encourage students, especially non-finance majors, to learn important financial concepts and become familiar with financial institutions. Students study various aspects of finance including financial institutions, financial markets, investment banking, securities, the role of the Federal Reserve, international currency, analysis of financial statements, investments including stocks and bonds, and corporate finance. 45/3/0/3

### **BUSI4304 Project Management**

Introduction to traditional methods in project management consistent with PMBOK® Guide and other PMI standards. Students learn to apply project management best practices in organizing, leading, planning, and performing various projects resulting in on-time deliverables. Students develop proficiency in Microsoft® Project to automate processes and become eligible to become Certified Associates in Project Management (CAPM®), if desired. 45/3/0/3

### **BUSI4305 International Business**

Addresses the legal implications and ramifications of conducting business internationally, as well as the related cultural, political, economic, and ethical issues today's global business managers face. Topics covered include international law, resolving commercial disputes, international sales, the formation of contracts, international transportation, banking, federal separation of powers, and the federal agencies affecting international trade. 45/3/0/3

## **Criminal Justice Courses**

### **CRIJ2301 Introduction to Criminal Justice**

Introduces the history and philosophy of criminal justice, including ethical considerations, the definition and categorization of crimes, a comprehensive overview of the criminal justice system, aspects of law enforcement, court systems, the prosecution and defense of crimes, corrections, rehabilitation, and recidivism. 45/3/0/3

### **CRIJ3310 Criminology**

Criminology engages students in the study of human behavior in relation to crimes and criminal conduct examined from a sociological perspective. Students explore the nature of crime, the variety of theoretical explanations for criminal behavior, the measurement of crime, patterns and correlates of crime, and the mechanisms for control of criminal behavior. Psychological, legal, and philosophical approaches to crime are also considered. 45/3/0/3

## **Academic General Education Courses**

### **ENGL1301 English Composition I**

This class explores the principles and techniques of written expository and persuasive composition. Using analysis, critical thinking, and a variety of communication strategies, students develop and improve their ability to write effectively. 45/3/0/3

### **ENGL1302 English Composition II**

This class applies the skills developed in English Composition I to the evaluation and interpretation of several literary forms, including short stories, poems, and plays. The ability to write effectively, persuasively, and with precision will be further improved. 45/3/0/3

**SOCI1301 Introduction to Sociology**

This course addresses major theories, methods, and findings pertaining to the study of societies, institutions, organizations, and groups. The interrelationships of society, culture, and personality are addressed with emphasis on culture, socialization, social structure, class stratification, race and ethnicity, collective behavior, and social movements among others. 45/3/0/3

**SPCH1311 Introduction to Speech Communication**

Students are introduced to the theories and practice of communication in interpersonal, small group, and public speech. This is broad-based approach to acquiring skills necessary to vocally communicate ideas. Class projects involve selection of topic, analysis of audience, organization of data, and voice projection as required to provide competent oral presentations. 45/3/0/3

**MATH1321 Contemporary Mathematics**

Intended for liberal arts and social science majors. Topics include introductory treatments of sets and logic, financial mathematics, and probability and statistics. Instruction in the fundamentals of mathematics including analytical and problem-solving skills. 45/3/0/3

**PSYC2301 General Psychology**

This course is a survey of major topics in psychology. Students are introduced to the study of behavior and the factors that determine and affect behavior. 45/3/0/3

**GOVT2301 American Government I**

Introduction to the theory and practice of politics and government in America at the national, state, and local levels. Topics include political theory, the American constitution, federalism, political participation and elections, the institutions of government, and domestic and foreign policies. 45/3/0/3

**BIOL2301 Anatomy & Physiology I**

Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. 45/3/0/3

**ECON2301 Principles of Economics**

This foundational course in economics addresses both microeconomic and macroeconomic principles including supply and demand, elasticity, cost of production, markets, business cycles, unemployment and inflation, money, banking, and monetary policy. Students learn to recognize and explain essential economic forces and how they impact individual, corporate, and governmental policy and decision making. 45/3/0/3

**GOVT3311 Comparative Politics**

Provides students with the opportunity to examine various political systems including democracies, republics, monarchies, and authoritarian regimes. Students learn to identify and understand their similarities and differences and to compare and contrast their relative strengths, weaknesses, and effectiveness resulting in the ability to apply a methodological approach to understanding and explaining variations in political behavior and political institutions impacting global politics and the issues facing each of the regions covered. 45/3/0/3

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# Accreditation and Licensing

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](http://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](http://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 degree programs at Center for Advanced Legal Studies. Office of the General Counsel, P.O. Box 12788, Austin, Texas 78711-2788, <http://www.highered.texas.gov>

## 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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Talk or Text: 713-529-2778

A photograph showing two men in professional attire (dark suits and ties) looking down at a tablet device on a table. One man, wearing glasses, is pointing at the screen with his right hand. They appear to be in a bright office environment. A glass of water is visible on the table to the right.

# 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

- Submit Application
- Schedule Consultation
- Discuss Funding Options
- Complete Enrollment Agreement
- Schedule Orientation
- Begin Classes

**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

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