

# PARALEGAL STARTER KIT

*Specializing in Paralegal Education since 1987*

Thank you for taking the first step in learning more about combining your interest in the law with paralegal training at Center for Advanced Legal Studies.

Right now you have the ability to enter a career like no other! Paralegal work is exciting, dynamic, and full of opportunity. No matter what stage of life you are in, no matter what background you bring to the table, if you have a passion for the law, the drive to work, and the desire to succeed, you can reach your goals.

**Accelerated programs begin throughout the year.  
Ask about our upcoming class start dates!  
Class size is limited.**

*Someone from our Admissions Team will be contacting you shortly.  
If you would like to speak to an Admissions Advisor as soon as possible,  
call us at 800-446-6931.*

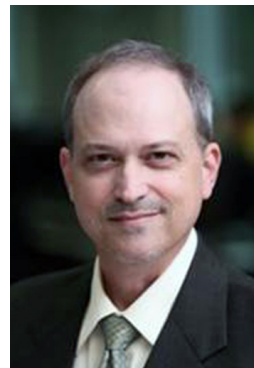
## MEET OUR ADMISSIONS ADVISORS



Director of Admissions  
James Scheffer



Admissions Advisor  
Elaine Prappas



Admissions Advisor  
Doug Walker

One of our Admissions Advisors will be contacting you with further instructions regarding the admissions process and other important information.

To get started, please fill out the no-fee [Application for Admission](#).



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## ABOUT OUR PROGRAMS

**Center for Advanced Legal Studies** is located in Houston, Texas at 3910 Kirby Drive, Suite 200. We offer traditional daytime classes on-campus, and Online Interactive Instruction™ is available for students who have schedules that require a more flexible way to attend class.

### **Programs Available**

You can choose between the Paralegal Certificate program and the AAS Degree program. The Paralegal Certificate program is designed for students who have earned a bachelor's degree prior to applying to the Center. Both programs ensure our graduates earn the degree recommended to enter the paralegal profession.

### **Online Interactive Instruction™**

This is a unique and improved way to take paralegal classes online. It's interesting, challenging, convenient, and fun! Students and faculty log on at appointed times to participate and interact online via their webcam and microphone. Students can see and hear their instructors and classmates, view course content via the whiteboard, application sharing, or during web tours, and interact by raising their hands, responding to poll and quiz questions, or via the text chat area.

To find out more, and to see if online paralegal classes are right for you, visit our website at [www.paralegal.edu/paralegal-online/](http://www.paralegal.edu/paralegal-online/).

### **Traditional Classes**

If you are planning to attend class on-campus, simply contact us to visit and tour the school. Our classrooms are designed for modern lecture and group study, and our library is complete with traditional and contemporary research tools.

### **Getting Started**

You can find more information about tuition, costs, accreditation, financial aid and planning, career services, and more by visiting our web site at [www.paralegal.edu](http://www.paralegal.edu).



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## THE PARALEGAL PATH

### **Have a passion for the law?**

*Paralegal education may be your perfect path!*

Paralegals are responsible for the majority of the behind the scenes work in the legal field. By researching case law, investigating facts, and drafting correspondence and pleadings, paralegals make themselves vital to the organization's success and future.

Since paralegals are so central to the growth of the organization, it is understandable that the career is flourishing. The US Bureau of Labor and Statistics projects the paralegal field will grow 28% through 2018.

Unlike most career paths, the paralegal career is not limited to just one type of employer. Paralegals go to work in several different areas including law firms, corporations, government agencies, non-profit organizations, and insurance companies.

You can pursue the fast-paced and competitive corporate environment or blend into a smaller firm that can allow steady and supportive growth. You can work within the court system to help achieve justice or with a non-profit organization to affect a common cause.

So what does your path hold? Let's discuss the opportunities you create when you decide to put your interest in the law to work.

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*Choose a delivery format that works best for you!*

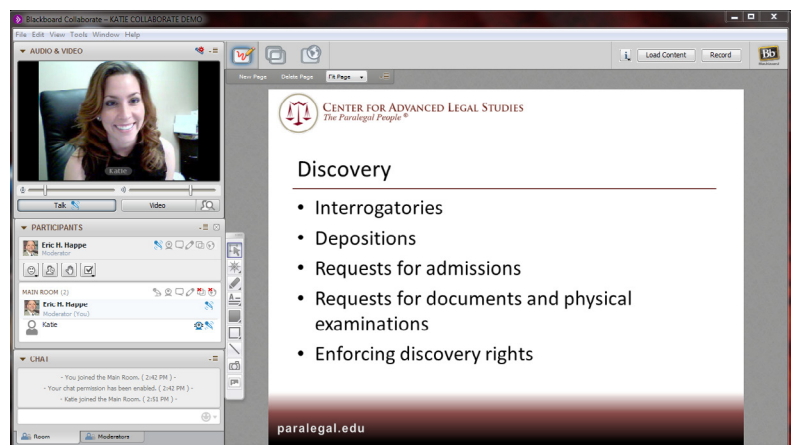
## Traditional Classroom Instruction

Students wishing to take paralegal courses in a traditional classroom setting can do so by attending full-time in the morning. All instruction takes place oncampus, at our Houston location. These classrooms provide great lecture space, hands-on instruction, and use of instructional technology.



## Online Interactive Instruction™

Typical online classes do not usually provide a system of learning that truly reflects the best methods of teaching and options for education. Our virtual, face-to-face, online instruction is as interactive as any classroom you have ever entered – maybe even more. Here, we have designed online classes to include live teaching sessions. Utilizing the most innovative and easy-to-use technology, your paralegal education comes alive and allows you to discuss and ask questions in real-time. With our combination of virtual online learning and the highest caliber of instruction, online classes become hands-on, fascinating, and fun!



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## Graduate Testimonials



“Shortly after graduating, I accepted a position as a paralegal... I realize that my confidence in performing my job well is present, in large part, because of CENTER FOR ADVANCED LEGAL STUDIES.”

*Emily Collins*



“They are helping me in my search for a full time paralegal job, but have already helped me get a part-time paralegal position and start my pre-law studies. Thank you to every staff member at CENTER FOR ADVANCED LEGAL STUDIES!”

*Regina Grabham*



“I work alongside an amazing team of people consisting of six Attorneys... It is a very important job with enormous responsibility and I am honored to be chosen for this important task.”

*Vanessa Seales*



“In order to be current with the regularly changing law environment, CENTER FOR ADVANCED LEGAL STUDIES is constantly updating their library and their instructors are always adding new and relevant legal material.”

*Ivan Ramirez*

“With a bachelor’s degree in hand and a desire to find an interesting and challenging career, I paid a visit to CENTER FOR ADVANCED LEGAL STUDIES. I decided to give the program a try. I am so happy that I did. The professors at the school are a wealth of knowledge and offer all the tools necessary to have a successful career in the legal field.”

*I. Michelle Lopez*

“After 9 years in the legal field CENTER FOR ADVANCED LEGAL STUDIES brought my knowledge and skills up to par with my experience. It was the best choice for moving my career into it’s next phase.”

*Robert Harkler*

## Paralegal Employers

Every paralegal student preparing to graduate, who is in good standing with the CENTER FOR ADVANCED LEGAL STUDIES, is provided with job search assistance, if desired, in both traditional and non-traditional markets. The following is a small but representative cross-section of some of the hundreds of companies that have hired our graduates.

Academy—Legal Department  
 Bracewell & Giuliani  
 City of Houston  
 Office of Harris County Attorney  
 Office of District Attorney, Harris County  
 Holt & Young  
 Houssiere, Durrant & Houssiere  
 Jenkins & Kamin, LLP  
 Lambright & Associates  
 Matthews & Lawson, PLLC  
 Osha Liang  
 Ramey, Chandler, Quinn & Zito, PC  
 Ahmad, Zavitsanos, Anaipakos, Alavi & Mensing  
 Sprott, Rigby, Newsom, Robbins, Lundford & Bell  
 Vinson & Elkins  
 Winstead PC  
 Abraham, Watkins, Nichols, Sorrells, Matthews  
 Andrews Kurth, L.L.P.  
 BP America  
 Edison, McDowell & Hetherington LLP  
 Foster Quan  
 Sadler Law Firm  
 Linebarger, Goggan, Blair, & Sampson  
 Pillsbury Winthrop Shaw Pittman LLP  
 Porter & Hedges  
 The Nations Law Firm  
 Chamberlain Hrdlicka  
 Boulware & Valoir  
 Ellen A. Yarrell, P.C.  
 Sidley Austin  
 Hagan Noll & Boyle LLC  
 Brock Group  
 Bailey, Perrin & Bailey  
 Clark, Love & Hutson  
 Sammons & Berry, P.C.