



*The only ABA Approved  
and Accredited Paralegal  
College in Texas.*



**CENTER FOR ADVANCED  
LEGAL STUDIES**  
*The Paralegal People*®

## About the Center

CENTER FOR ADVANCED LEGAL STUDIES, *The Paralegal People*® is the only ABA approved and accredited Paralegal College in Texas. We present unique opportunities for our students through focused and specialized education

including methods of instruction that satisfy individual learning styles and personalized career placement assistance.



**EXCLUSIVELY PARALEGAL.** Attending a college that specializes exclusively in paralegal education means you get

focused attention on the skills needed to succeed in this profession. At the CENTER, you will feel confident knowing that all students, faculty, and staff have only your goal of becoming a successful paralegal on their minds. Here, everything is about you and your paralegal career.

**PREPARED AND CONFIDENT.** As a graduate from a program that, for over 20 years, has intentionally and specifically equipped students for a paralegal career, you will feel secure knowing that your hands-on experiences, skill-based education and externship have all helped make you job ready. Armed with this knowledge, your confidence will increase and so will your opportunity.

To learn more, we invite you to continue through this brochure and dialog with one of our Admissions Advisors about the paralegal career and the CENTER. Then, you will come to understand why students who are serious about their success attend our programs.

We look forward to visiting with you.

*The mission of the CENTER FOR ADVANCED LEGAL STUDIES is to provide students with the skills, and practical and ethical knowledge necessary to excel as paralegals. This skill and knowledge is taught through traditional and technologically advanced educational formats which allows students to meet the needs of the legal, governmental, and corporate communities.*

*“Our firm hired two students from the CENTER. They are professional, dedicated and hardworking. We couldn’t be happier with these two candidates.”*

## Accountability

The CENTER has met and exceeded the minimum standards of the highest legal and educational authorities in the nation.

*“Attorneys have to pass the bar, so if paralegals are doing attorneys’ work it makes sense that they meet a minimum education requirement.”*

National Paralegal Reporter  
Dec 2006/Jan 2007

Some paralegal programs are simply continuing education courses (not for credit) contracted to be taught at a college or university and fall far short of these minimum standards. They may have no outside system of checks and balances and no authority to hold them accountable regarding

curriculum, student services, and graduate employment. Approval earned from legal and educational authorities benefits and protects discerning students, their employers, clients, and the legal profession.



The CENTER is:

- Approved by the American Bar Association
- Accredited by the Commission of the Council on Occupational Education
- Approved by the United States Department of Education
- Authorized by the Texas Higher Education Coordinating Board
- Approved and regulated by the Texas Workforce Commission
- Approved by the Texas Veterans Commission

Graduation from programs approved through legal and educational authorities benefits you by providing high quality education and preparation, employer confidence, and greater career opportunity.

## About the Profession

### What is a paralegal?

*A paralegal is a person, qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible.*

American Bar Association

By definition, paralegals perform substantive and procedural legal work as authorized by law which would otherwise be performed by an attorney. Paralegals must be capable of work requiring recognition, evaluation, organization, analysis, and communication of relevant facts and legal concepts. The CENTER prepares students in substantive, procedural, and skills-based knowledge as expected by employers. Not all programs do.

### What are some of the responsibilities of a paralegal?

Local and national surveys indicate the following duties are common among the responsibilities of a paralegal.

- Conduct Client Interviews
- Investigate the Facts of a Case
- Write and File Petitions
- Manage Trial Dockets and Court Correspondence
- Draft Correspondence and Pleadings
- Attend and Summarize Depositions
- Attend Execution of Wills, and Real Estate Closings
- Summarize Records
- Perform Legal Research
- Prepare Trial Notebooks
- Participate in Court Appearances
- Prepare Jury Instructions
- Write Interoffice Memoranda
- Prepare Exhibits for Trial
- Draft Forms
- Control Document and File Management
- Attend Administrative Hearings and Trials

*\*A paralegal shall not engage in the unauthorized practice of law by providing legal services directly to the public except as permitted by law.*

## Paralegal Programs

The CENTER's programs not only meet the high standards established by legal and educational entities but they incorporate recommendations expressed by members of our advisory committee, attorneys, practicing paralegals, faculty, graduates, and local and national paralegal associations.

Both the *Certificate Paralegal Program for College Graduates* and the *Associate of Applied Science Degree Paralegal Program* insure our graduates meet the standards recommended to enter the profession.

The *Certificate Paralegal Program for College Graduates* is streamlined to provide preparation in a variety of areas of law in the shortest amount of time deemed possible for successful employment. Combining a previous degree with a paralegal Certificate from an ABA approved program creates increased opportunity.



The *Associate of Applied Science Degree Paralegal Program* includes study in each area of law covered in the Certificate program with additional legal specialty courses such as Immigration Law, Criminal Law, and Wills, Trusts,

and Probate. General education classes and a law-related computer course complete the career preparation for our undergraduate students.

As you'll see on the adjoining page, the curricula made available to you at the CENTER remains unsurpassed in substance and competency based instruction.

*“There is not a school anywhere that specializes in paralegal education and operates with such credentials.”*

## Curriculum

### Paralegal Certificate Program

Introduction to Law & Ethics  
Interviewing and Investigation  
Legal Research and Writing  
Civil Procedure  
Personal Injury

Computers and the Law  
Corporate and Business Law  
Family Law  
Real Estate  
Intellectual Property

### Associate of Applied Science Degree

Introduction to Law & Ethics  
Criminal Law and Procedure  
Interviewing and Investigation  
English Composition I  
Legal Research and Writing

General Psychology  
Civil Procedure  
Wills, Trusts and Probate  
English Composition II  
Personal Injury

American Government I  
Computers and the Law  
Corporate and Business Law  
Family Law  
Intro to Speech Communication

Real Estate  
Anatomy and Physiology I  
Immigration Law  
Intellectual Property  
Business Math  
Externship

## Course Delivery Options

**TRADITIONAL CLASSES.** 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 in the classrooms on campus at our facility.

**PART-TIME/ONLINE.** Evening students can now register to take paralegal classes **part-time** *online*.™ Same classes, same caliber of instruction, and same substantive and complete curriculum as our traditional day classes.

How does it work? After you've successfully finished your first four courses on campus, you'll begin attending classes at the CENTER only one night a week and complete the rest of your coursework online. You'll graduate, receive your diploma and begin your paralegal career all while saving time, gas, and money! Most importantly, you'll still receive the in-depth, quality instruction and student services that make our programs and graduates so successful.

**ONLINE INTERACTIVE INSTRUCTION.**™ Students now have access to our paralegal classes via online instruction. "Boring", you say. But wait! What we offer is not your typical online instruction. At the CENTER, we have designed our online classes to include *live, interactive* teaching sessions. Utilizing the latest in distance education technology, your paralegal education comes alive and allows you to

discuss, in real-time via webcam, topics, issues, questions and assignments with your instructor and fellow students.



Please note, the American Bar Association (ABA) requires students to take 10 Semester Hours of legal specialty classes in a traditional classroom in order to graduate. To comply with this requirement, you may choose to

take these 10 hours here at the CENTER, or you may transfer these hours to the CENTER from another accredited institution. Your Admissions Advisor will be able to counsel you regarding the best alternative for your specific situation. If you are unable to attend the CENTER's traditional classes, we will help you find classes and accredited institutions in your surrounding area.

This is how it works. Students interested in taking the CENTER's classes online apply online. With the counsel of an Admissions Advisor, you learn all the details about our curriculum, admission requirements, tuition, start dates, time commitment, characteristics of successful online students, purchase of books, and computer requirements. You also get to take a virtual tour. Upon acceptance, and prior to class start, you will attend a live Internet orientation session that will prepare you to begin your online instruction. Then, the fun begins! The CENTER's ABA approved, partially online paralegal programs have set the highest of standards. And now you can take them without leaving your home, office, and other responsibilities.

*"With a bachelor's degree in hand and a desire to find an interesting and challenging career, I paid a visit to the CENTER. The school thoroughly prepares one for the hectic schedule of a paralegal and all the challenges that will be faced."*

*"The Center goes above and beyond the other schools I looked at when researching a paralegal program. I am very satisfied with the education I received here."*

## Our Students

The CENTER's student body is comprised of a diverse group of people. We accept students into our programs that have a variety of educational, work, and personal experiences. In fact, one of the many exciting and beneficial aspects of your education with us will be the relationships you develop with your fellow students.

Because we specialize exclusively in paralegal education, students who enroll in our programs share a common interest in the law and pursue similar career goals and objectives. This shared focus helps create a unique learning environment specific to the needs of paralegal students and is difficult to find in any other public college or university.

Together you will learn how today's legal system affects each of our lives and the procedures through which legal issues are addressed and resolved. As graduates and colleagues, you will become valuable resources for each other as your paralegal career matures.



**INTERNATIONAL STUDENTS.** The CENTER offers an excellent opportunity for international students who are interested in learning about the American legal system. Approved as an F-1 educational institution by the

Department of Homeland Security, students from all over the world have been able to attend and benefit from our programs.

After successful completion of their program, some graduates continue to work in the United States according to the law and approved status, while others return to their home country able to apply their new knowledge to their careers as paralegals, attorneys, corporate management, etc.

If you are an international student interested in attending one of our programs, contact our admissions office for information on the opportunities available to you and the requirements for admittance. We welcome you and your interest in our paralegal programs.



**MILITARY STUDENTS.** The CENTER FOR ADVANCED LEGAL STUDIES thanks all current and former military personnel for their service to our country. The CENTER is approved by the Texas Veterans Commission to assist eligible veterans or their family members using their Federal veteran's benefits. We are ready to assist you in furthering your education for the purpose of advancement within the military service, transition to civilian life, or retraining and/or updating skills.

## Faculty and Staff

**FACULTY.** Because we focus exclusively on paralegal education, you and your paralegal career are the faculty's first priority. From them you gain an understanding of the law and develop confidence in your skills and abilities.

The CENTER's law faculty is comprised of experienced lawyers and practicing paralegals. Instruction for the general education portion of the A.A.S. Degree program comes from faculty members who have a minimum of a Master's Degree in their course specialty.

**STAFF.** The staff at the CENTER is committed to providing quality service to our students. From admission, to financial assistance through job placement, our students continually find our staff to be professional and a great source of support and encouragement.

We are here to help you succeed.

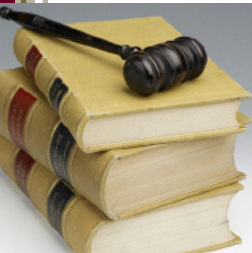
## Facility and Technology

Specializing in paralegal education gives the CENTER the freedom to design its classrooms, library and computer lab to meet the specific needs of its paralegal students and faculty.

The classrooms are spacious and the library is equipped with resources specific to the study of law. It incorporates generous work areas, Westlaw® access, and provides a quiet atmosphere for research and study.

Today's fast-paced, connected society requires paralegals to be proficient with computer applications and able to communicate effectively at a distance. As a student, you will gain experience in both of these areas. Whether attending traditional, **part-time<sup>online</sup>** or Online Interactive

Instruction,<sup>™</sup> you will learn to work with cutting edge legal software applications and gain important skills for leveraging the power of the Internet as you interact with instructors and classmates.



These same techniques are used every day in law firms and corporations around the globe, making our graduates technically savvy and productive on the first day of their new job. Traditional classroom students connect to school servers through high-speed wireless Internet, while students taking online classes use their own broadband Internet access to connect to the same applications and servers from their home or office.

*“Of all the schools I researched this was the only one that focused only on paralegal studies.”*

## Acceptance

If you are interested in earning your paralegal education at the CENTER, contact our admissions office and get the details. Our staff will discuss eligibility requirements, direct you on a tour, and help



you make an informed decision about your legal education. Upon acceptance you will have the opportunity to discuss tuition and financial planning with our experienced financial aid staff.



Call our admissions office **800-446-6931** today to set an appointment.

*\*Financial assistance is available in a variety of forms to all students who qualify.*

*“I cannot imagine what my life would have been if I hadn't attended the CENTER. They provide an outstanding academic environment, its curriculum is very thorough, and classes are taught by excellent professors. Armed with the huge legal knowledge I gained and with the help of its wonderful Placement Director, I was able to find great employment opportunities and start a successful paralegal career.”*

## Employers

Every graduate of the CENTER is provided with free, lifetime placement assistance in both traditional and non-traditional markets. Our graduates work in law firms and in many different corporate and governmental settings. The following is a small but representative cross-section of hundreds of companies that have hired our graduates over the years.

Baker & Associates L.L.P.  
Baker Botts L.L.P.  
Bracewell & Giuliani L.L.P.  
Centerpoint Energy  
City of Houston  
Cooper Industries  
Crown Castle International  
Cruse, Scott, Henderson & Allen L.L.P.  
Devon Energy  
Federal Wage and Law Labor Institute  
Fizer, Beck, Webster, Bently & Scoggins  
Fulbright & Jaworski L.L.P.  
Harris County Attorney's Office  
Harris County District Attorney's Office  
Holt & Young P.C.  
Houssiere, Durant & Houssiere L.L.P.  
Jenkins & Kamin L.L.P.  
Lambright & Associates P.C.  
Lohmann, Glazer & Irwin L.L.P.  
Matthews, Lawson & Bowick P.L.L.C.  
Mills, Higbie, Harberg & Huvard L.L.P.  
NAACP  
Nistico, Crouch & Hassler P.C.  
Osha Liang L.L.P.  
Pappas Restaurant  
Ramey, Chandler, McKinley & Zito P.C.  
Schlanger, Silver, Barge & Paine L.L.P.  
Scott, Rigby, Newsom, Robbins, Lunceford & Bell P.C.  
Simon, Herbert & McClelland L.L.P.  
PVA Services – Shell Litigation Information Dept.  
Vinson & Elkins L.L.P.  
Zukowski, Bresenhan & Sinex L.L.P.

## Program Checklist

One of the most important responsibilities of a practicing paralegal is to conduct legal research. We challenge you to begin honing your research skills now by doing your own investigation.

The checklist below is provided to assist you in discovering what credentials, experience and reputation paralegal programs may or may not offer.

We think you'll find, as thousands before you, that the CENTER FOR ADVANCED LEGAL STUDIES surpasses other programs in excellence, accomplishment, service, and accountability. We are *The Paralegal People*®.

This program:

- Specializes exclusively in paralegal education
- Is Approved by the American Bar Association
- Is Accredited
- Is offered for credit rather than as a continuing education non-credit course
- Provides skills-based, procedural instruction
- Provides substantive law necessary as preparation for employment
- Is long enough to adequately prepare me for employment as a paralegal
- Provides flexible schedule options
- Provides online instruction
- Provides tuition planning and financial aid opportunities to those that qualify
- Is taught by practicing attorneys and professional paralegals
- Provides an externship for experience
- Provides free life time placement assistance

## FAQ'S

I'm not sure if I have the time to go to school. I work full-time and have a family. How do other people do it?

Students at the CENTER have three options. You will find the level of flexibility you need by selecting the method of instruction that works best for you. The CENTER offers traditional morning classes that work well for those who are not currently working during the morning hours. Our **part-time<sup>online</sup>**™ curriculum is designed for adults who want it all but don't have time to do it all in the morning classes. This format is provided in the evening and requires you to meet at the CENTER only one night a week after completing your first four classes. The online, interactive classes are available to those of you who may or may not live in our area and desire to gain the best possible paralegal education from your home or office or wherever you may be.

Now, you can do it because you have options that include time for your job, your family, and your paralegal education.

I don't see how I can afford to get my paralegal education. I don't have the money right now. What can I do?

No matter what your financial situation is right now, we have a plan to help you turn your life around and begin a career you'll love. While many of our students pay for their education as they attend, the majority of our students rely on the financial assistance that is available for college students. The truth is, few people can afford to pay up front for their education. You are not alone. Rarely is a person denied the opportunity to continue their education due to a lack of funds.

Why should I graduate from the CENTER'S program rather than attend a community college or continuing education short-term course?

The CENTER specializes in paralegal education. We are committed to our individual students and provide a unique, high quality paralegal education with all the benefits that come from earning and maintaining accreditation and ABA Approval.

Continuing Education Certificate Paralegal programs often taught within the walls of well-known universities are shortened to the point that they are considered 'substandard' within the legal industry. According to the American Association for Paralegal Education, "These programs do a fundamental disservice to the legal profession by creating unrealistic expectations in both employers and students that quality paralegal education has been delivered when such may not be the case."

In addition, if regulation of paralegals comes to Texas, as it has in many states, your graduation from the CENTER will prequalify you to work as a paralegal where as completion of short-term courses may require re-training.

AAS Degree Paralegal programs at the community college level offer a wide range of instruction, are not accelerated, nor are classes exclusive to students specifically interested in a paralegal career.

The entire motivation and personality of the CENTER is based on providing optimal paralegal education in the shortest period of time possible to make graduates job ready. For over 20 years, our placement history has revealed that we excel in this specialized endeavor on behalf of each of our students.

## Location and Contact

CENTER FOR ADVANCED LEGAL STUDIES

*The Paralegal People*®

3910 Kirby Drive, Suite 200

Houston, Texas 77098-4151

800.446.6931

e-mail: [info@paralegal.edu](mailto:info@paralegal.edu)

Website: [www.paralegal.edu](http://www.paralegal.edu)



**DIRECTIONS:** From the Southwest Freeway, U.S. Highway 59, exit Kirby Drive and proceed north towards Richmond Avenue. The CENTER is located in Corporate Plaza III, and can be reached by turning left into the first parking lot available after turning north on Kirby. We are located on the 2nd floor.

Call our Admissions Office  
at 800.446.6931 to schedule an  
appointment for your personal  
interview and a tour of the facilities.

We look forward to meeting you.

