

# IN BRIEF

CENTER FOR ADVANCED LEGAL STUDIES

*"The Paralegal People"*

Accredited by the Council On Occupational Education • Approved by the American Bar Association

Winter, 2003

## KEEPING AHEAD of the Curve

As we have experienced in our 16 years of operation, the legal profession is continually changing. Recently, change has come with an increased reliance on computers, the Internet and related electronic technology.

Demographic changes, added complexities to society and the fluctuating state of the economy, have all presented opportunities for change and

new direction.

The Center is committed to preparing our graduates with the most current skills to make them even more valuable assets to their employers.

We are constantly evaluating our curriculum and all other aspects of our programs, making sure that course content is relevant and current with the needs of the legal community. Our graduates,

professors and directors have provided valuable input that has enabled us to keep pace with change.

Beginning with our September classes, the Center converted its courses to the



Doyle Happe, Co-Founder and Director

more commonly used semester hour system, replacing the quarter system previously used. All courses are now three semester hours.

We have altered the course curriculum of our Associate Degree program, offering new courses and enhancing the content of several others.

We have augmented the subject matter of existing courses such as Criminal Law and Civil Procedure; Interviewing and Investigation; Wills, Trusts & Probate and Intellectual Property. The relevance of these core courses has increased in importance within the legal community, and the content has been redesigned to reflect that.

In our general education studies, we have added a



## 2002-03 2ND SEMESTER

### Class Start Dates

Day classes: January 27  
March 10

Evening classes: January 27  
March 24

# Register

**800-446-6931** Call for your appointment

Applications Accepted Now!

*continued on next page*

## KEEPING AHEAD of the Curve, continued

survey course in General Psychology which we feel will be extremely beneficial to our students. We have also added Immigration Law, a course in high demand by employers and covering an area of law that has drastically changed in the wake of recent events. Most importantly, we have restructured our computer offering with two new courses – Business Computer Applications which addresses today's current software and business systems, and Computer and the Law, freshly designed to emphasize specific cutting-edge tools for legal research and litigation support.

Like the legal profession we serve, the Center is never stagnant. We continue to look for ways to keep ahead of the curve and reinforce our standing as *The Paralegal People*.

## GRADUATION DAY is Special

After months of hard work, the effort has finally paid off. Graduation day, October 5th, has come for the Center's Associate of Applied Science and Paralegal Certificate



program graduates. The commencement ceremony, held in the Grand Ballroom of the Westin Galleria Hotel was a joyous event for the 39 Associate and 13 Certificate program graduates. With more than 200 family members and friends looking on, the graduates received their diploma's from the Center's

## Fact

**According to The Affiliates 2002 Salary Guide, 48 percent of lawyers surveyed cited the field of Intellectual Property (IP) as the hottest practice area of the upcoming decade. IP incorporates four principal subject areas – patents, trademark, copyrights and trade secrets.**

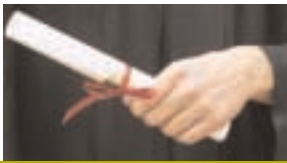
*Legal Assistant Today*  
July/August 2002



Director Doyle Happe and heard an inspirational message from commencement speaker Chris Nichols, a Houston attorney with the firm of Littlepage & Booth, part of the trial team that took on the world's largest pharmaceutical firm and its diabetic medication Rezulin. Recognition was given to 12 members of Lambda Epsilon Chi (LEX) who were selected for the national honor society for paralegal/legal assistant studies. The Center is



proud of each of its graduates and shares their pride and enthusiasm at this significant event.



## Graduate Gratitude

"These past two years I have learned a lot about how to be a paralegal and also about life. The teachers at the Center were very helpful and more like mentors than teachers. They were very sensitive to the fact that many of us worked full-time, but at the same time, they challenged us. I was also impressed with their sharing with us what to expect when we interview, when we begin our careers and when we are years into our profession. I will always be grateful to the Center and its commitment to each of its students."

Heather Williams, *graduate*

"The school has a tremendous knowledge base. The instructors are practicing attorneys who have a broad perspective on various areas of the law. The instructors are not only available to assist or facilitate learning in the classroom, but they are quite generous in making sure that students gain the necessary tools leading to their future success."

Geneva Jenkins, *graduate*

"I appreciate everything the Center and staff did to help me accomplish my goal to become a paralegal. Though it was not easy, the instructors did a great job in helping everyone to excel. It was a great experience."

Erin Nash, *graduate*

## Lambda Epsilon Chi (LEX) Inductees

The following students have qualified for induction into Lambda Epsilon Chi (LEX), the national honor society in paralegal/legal assistant studies. The society is sponsored by the American Association for Paralegal Education (AAfPE).

Janice Brown	Dawn Golden
Nicholas Hines	Jennifer Jacobs
Leticia Lopez	Sandra Pelmore
Gaye Weintraub	

These students have demonstrated "superior academic performance", a standard which is determined by each institution at which a chapter of LEX is established. The Center's standard is 95% attendance, 95% grade average and completion of at least two-thirds of the program.



## ALUMNI Social

Thursday, April 24, 2003

6-8 p.m.

Houston's Restaurant

4848 Kirby Drive

Cash Bar • Hors D'oeuvres

Faculty • Alumni • Advisory Committee

RSVP – 713-529-2778



## Facts on File

### Graduation

Saturday, January 11, 2003, 10:00 a.m.  
Westin Galleria Hotel

### Notary Public Seminar

Friday, February 28  
Center for Advanced Legal Studies

### CLA Review Seminar

Saturday, February 8, 15, 22 and March 1  
Center For Advanced Legal Studies  
Registration deadline - January 30

### CLA Exam

Friday, March 21 and Saturday, March 22  
Center For Advanced Legal Studies

**Call for reservations**

**Register** 713-529-2778

*"The reward of a thing done well, is to have done it."*

Ralph Waldo Emerson

## Meet JILL STOVER

The Center is indeed fortunate to have Jill Stover join us as professor in Immigration Law. She brings an extensive background in this legal specialty and in education, having previously taught at the college level. She couples that with an outgoing personality, a high level of enthusiasm, proven leadership and a desire to teach. Students signing up for her class are in for a tremendous experience.

Jill, with more than 10 years of immigration paralegal work in both law firms and at a major corporation, is an expert in an area of the law that is quickly gaining momentum. It has become a very visible specialty as a result of the occurrences of 9/11 and one that relies heavily on paralegals. With the law in constant change, Jill sees a market in desperate need of services at an affordable rate, and one that is excellent for paralegals with good writing and communication skills. A second lan-

guage is a bonus in an international city like Houston, but not mandatory.

Jill's course will focus on practical applications involving case management and will cover all the basic concepts needed for immigration law. She will also concentrate on the specialized vocabulary and terminology used in the segment of the paralegal profession.

As a mother of two and grandmother of one with another on its way, Jill keeps busy outside of the Center with her family, her job and with numerous civic and community service projects. She has held many leadership roles in her former home of Dallas, including a stint as the 75th President of the Dallas Jaycees. We see Jill as yet another asset of our program and are extremely pleased to have her with us.





## COMPUTER COMPETENCY at the Center

The Center recognizes that paralegals with knowledge of the most current technological tools and understanding of trends will become increasingly valuable to their employers. That being the case, the Center has invested in the latest in litigation support software, Summation Blaze® LG Gold, which adds features to a powerful suite of tools to manage evidentiary documents and transcripts along with organizing case data. In addition, the Center makes available multiple industry-accepted tools for computer-assisted legal research, such as Westlaw® and Lexis® and specialized tools including Prodoc® to generate documents based on State Bar of Texas forms. Not only are these technologies available in our computer lab, but students are

capable of utilizing the web through our high speed internet connections.

The Center utilizes the most current Microsoft® Office XP suite so that our students can work with software that will be useful to them in their employment. Our courses are designed so that students can have the basic skills needed to pursue Microsoft Office Specialist (MOS) core certification tracks in MS-Word, MS-Excel and MS-Powerpoint, thereby increasing their marketability.

With two new computer courses, new software, upgraded facilities and expanded laboratory time for learning, the Center continues its commitment to excellence in a progressive technological environment.

## WHAT'S IN A Name?



Two of our industry's leading organizations have recently made proactive moves to help better define our role. The National Federation of Paralegal Associations (NFPA) have voted to remove the term "Legal Assistant" from their definition of a paralegal. Their stance is an attempt to eliminate public confusion of who and what paralegals are and what they can do. The National Association of Legal Assistants (NALA) recently filed an "intent to use" application with the U.S. Patent and Trademark Office for the term "Certified Paralegal". NALA, awaiting for

application approval, acknowledged reserving the term for its future protection. Lastly, the Standing Committee on Legal Assistants (SCOLA) of the American Bar Association has decided to favor the term "Paralegal" and has removed references to legal assistants in its proposed Guidelines for the Approval of Legal Assistant Education Programs. We will continue to monitor these and other situations and will keep you apprised of any further direction in name changes.

*Legal Assistant Today – July/August  
SCOLA Update – Summer 2002*



# Placement News

"Placement News" includes a list of graduates from the Center who have obtained permanent employment. Employed graduates are eligible to continue to use the Center's placement services.

- |                   |                   |
|-------------------|-------------------|
| Cynthia Atha      | Beth Myerly       |
| Beth Bobbitt      | Patrisha Myers    |
| Janice Brown      | Erin Nash         |
| Regena Brown      | Ana Perez         |
| Joan Buie         | Robin Porter      |
| Latetra Bundage   | Andrea Raider     |
| Bettina Chavez    | Cynthia Resendez  |
| Emily Chen        | Lorie Robinson    |
| Charlene Duckett  | Stacey Rojas      |
| Andreience Fields | Debbie Soza       |
| Gail Fulk         | Carol Strong      |
| Edna Guerrero     | Zach Taylor       |
| Michael Hoke      | Karla Vasquez     |
| Nerissa Jewett    | Whitney Weatherly |
| Jane Lopez        | Lori Williams     |

## CENTER FOR ADVANCED LEGAL STUDIES

- Program Director  
*Doyle Happe*
- Compliance Liaison  
*Robyn LaRocca*
- Academic Dean  
*Tom Swanson*
- Placement Director  
*Shannon Underwood*
- Admission Team  
*Debra Garcia/Director*  
*Marsba Elam*
- Financial Aid Director  
*Lori Baggett*
- Secretary  
*Brooke Weeks*
- Administrative Assistant  
*Pete Becerra*
- Librarian  
*Dianne Dallman*
- Project Development/IT  
*Eric Happe/Director*

*The mission of the Center for Advanced Legal Studies is to provide students with the skills, practical knowledge and requisite abilities which will allow them not only to succeed, but also to excel as paralegals as they meet the growing and constant needs of the legal, governmental and corporate environments within the community.*

ADDRESS SERVICE REQUESTED  
Website: [www.paralegalpeople.com](http://www.paralegalpeople.com)  
e-mail: [admin@paralegalpeople.com](mailto:admin@paralegalpeople.com)  
800-446-6931

3910 Kirby Dr., Ste. 200  
Houston, Texas 77098

"The Paralegal People"  
LEGAL STUDIES  
CENTER FOR ADVANCED

PRSR STD  
US POSTAGE  
PAID  
HOUSTON TX  
Permit No 12724