

# IN BRIEF

CENTER FOR ADVANCED LEGAL STUDIES

*"The Paralegal People"*

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

May, 2002

## Industry Requirements

Education is a bedrock of the paralegal profession. Leading authorities and placement professionals highly recommend a minimum of an A.A.S. Degree in paralegal studies or an associate degree in any field plus a paralegal certificate. A bachelor's degree and a certificate from an ABA approved educational institution is the optimal recommendation.

The Center's A.A.S. Degree program is designed to meet the needs of employers. It necessarily meets all designated requirements of the American Bar Association, the Texas Higher Education Coordinating Board and its accrediting agency. All these

organizations are experts in determining requirements for associate degree programs. These requirements translate into success. "Our programs are different than short-term programs in the Houston area. They reflect the employers' needs and national hiring trends," states Doyle Happe, Director of the Center. "We are dedicated to offering the highest caliber of paralegal education possible in order to meet the needs of employer's and consumers."



When investigating paralegal programs, the Center encourages applicants to review each institution's course content, methods of instruction and admission requirements. Do not neglect to do your research when considering a paralegal education program. Your choice is your future.

For more information about the Center's paralegal programs call 800-446-6931 or check our web site at [www.paralegalpeople.com](http://www.paralegalpeople.com).

## 2002 2ND QUARTER

### Class Start Dates

Full-time:	April 29 June 10
Part-time:	April 22 May 28

# Register

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

Applications Accepted Now!

## Fact

**The number of paralegal positions will increase 62 percent by 2008, making it the 6th fastest-growing occupation in the country.**

Bureau of Labor Statistics

# My School



By student Peter Mills

I was surprised but also pleased when Mr. Happe asked me to write an article on the School and why I chose to come here. I, like a lot of the students here, am a returning student. I work and it has been over two and a half decades (1974) since I graduated from high school. I sat down one day and decided that I was unhappy with the direction that my professional life was headed. I had retired from a state job, with Texas Department of Criminal Justice, and knew that I wanted to earn a degree.

I started out at a local jr. college and I was exploring the medical field. It didn't really pan out like I had planned as I found my interest in medicine waning. I have a couple of friends that are attorneys and as we chatted I found that with my former experiences in the criminal justice field I had an understanding of law. I then decided to pursue this field. I checked out the local colleges and jr. colleges as well as other schools that offer a

certificate program but none really focused on what I wanted to learn or they didn't offer a degree. When I found that the Center offered an associate's degree and that it was in paralegal studies I decided to look (no) further.

What first impressed me was not only could I earn a degree but how highly accredited the Center is. The staff has worked hard on gaining, keeping, and improving on those accreditations. Then, I actually called for an interview and toured the facilities. The staff made it easy to enroll and they were a BIG help with financial aid. Before I knew it, I was in school and starting down a path that previously I had only thought about.

At first it was daunting looking at those many months ahead of me. Now, at the end of my courses, I look back and see how far I've come and it seems like such a short time. I don't want to sound melodramatic, but my life has changed for the better. I absolutely love the law. I've found that niche that I was searching for.



## LEGAL ASSISTANTS TODAY 2001 National Salary Survey

The top three specialty areas in which to work based on number of respondents rather than salary.

**Litigation**

**Personal Injury Law**

**Corporate Paralegals**

The top three leaders in highest average salary.

**Intellectual Property**

**Merger and Acquisitions**

**Product Liability**

Other interesting survey results include:

- A majority of paralegals (81%) with less than three years experience reportedly began their careers working in the law firm environment.
- Law firms continued as the dominant employer of paralegals who had between three and five years of experience.
- In the South region, the average salary is \$38,690 – up 2.3%

# 10 Ways to STAND OUT and Become a Successful Paralegal



By making the following 10 habits part of your daily professional routine, you might find yourself among those to whom the rest of the profession looks for advice and example.

1. **Be Resourceful.** Devise a way and means of achieving a solution to a problem.
2. **Be Organized.** If you are organized both in terms of your work environment and with each project you undertake, you will be perceived as being much more competent than those less organized.
3. **Plan Ahead and Prioritize.** Paralegals can help their overworked attorneys by prioritizing cases and planning ahead so work isn't a constant game of catch-up with everyone struggling to meet deadlines.
4. **Document Absolutely Everything.**

Before you can properly document anything, you must be sure you have completely heard and understood information conveyed to you. Clarify instructions and calendar even the smallest details.

5. **Develop a Thick Skin.** The most important lesson to be learned from undesirable situations is that you must continually strive

to do your best, and let go of the more acrid and unimportant details.

6. **Be Articulate in Your Prose.** If you find your writing skills are not quite measuring up and your attorney constantly gives work back to you for corrections, consider taking a business or legal writing course to expand the way you approach the written word.

7. **Develop Your People Skills.** The ability to get along with a myriad of personalities is important to becoming a successful paralegal.

8. **Be Diligent.** One of the most important skills you should attempt to master is the art of being diligent and making sure that quality shines through in all the projects on which you work.

9. **Network for Success.** Call other paralegals to obtain assistance with urgent matters, or use trade association publications and organizations as your resources.

10. **Stay Current.** Keeping up with changes is vital. Attendance at seminars seems to be one of the most tried and true methods of fulfilling this task.

*Legal Assistant Today*, March/April 2002

## FAQ's

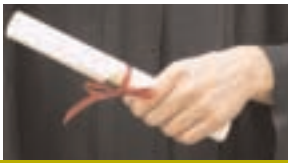


**Q** *Why should I enroll in the Center's program rather than at another institution for my paralegal education?*

**A** The Center specializes in paralegal education. We have made the decision to spend our time insuring that we offer what students need in order to graduate rather than to offer programs that are part of a wide range of career options. The staff and faculty at the Center are dedicated specifically to this

field and to refining instructional practices and enhancing programs as the market requires. Other schools do not spend all of their attention and resources on one field. The Center does. Paralegal education is the only thing we do. We have to do it well. There is no other option.

To find out more about how you can apply to the Center, call our admissions office at 713-529-2778.



## Graduate Gratitude

"I like the way students from all walks of life with various degrees of experience and education work closely together toward a common goal."

Whitney Weatherly, Graduate

"Excellent, quality education. The Center provided all the materials right on campus which made working and studying easy and convenient."

Kryoko Latson, Graduate

"Thanks for providing such a great program. The paralegal certificate is sure to give me the career stability I've been looking for. Thank You!"

Tamika Williams-Solo, Graduate

Below left, Jennifer Grant/University of Phoenix, Business Development and Gail Armatys/Center For Advanced Legal Studies, Compliance Liaison



## Lambda Epsilon Chi (LEX) Inductees

LEX, a national honor society sponsored by the American Association of Paralegal Education, is proud to induct the Center's following students into its organization based on their superior academic performance.

Sylvia Arce

Julia Davis

Peter Mills

Joseph Roberts

Debbie Soza

Heather Hynes-Williams

Ivan Basantes

Angela Emesih

Andrea Raider

Salik Shaikh

Grace Ting

## Outlook

"Paralegals are getting more substantive work because of cost cutting measures...

Law firm managers, sensitive to billing costs, are increasingly relying on paralegals because their hourly rates are lower...

Our research shows that law firms are giving paralegals more responsibility and substantive work."

*Legal Assistant Today, March/April 2002*

## Articulation

### AGREEMENT Finalized

The Paralegal profession continues to grow and graduates continue to become successfully employed. As an educational institution, the Center has always been a promoter of continuing education and as a result, we are proud to announce the completion of an articulation agreement with the University of Phoenix. This means that graduates who are interested in ultimately obtaining their

Bachelor's Degree may automatically transfer all the credit earned from the A.A.S. degree in paralegal studies awarded at the Center.

Students, check with your admissions representative to find out more. Or, if you are ready to apply to the Center, call us to set up your appointment to visit the school. If you have the desire, we can help you plan your professional and educational future.

# CAREER ENHANCEMENT Symposium Competition



## Sponsored by HLAA

HLAA members and students of participating sponsor schools can enroll in the Career Enhancement Symposium Competition. Participating in the competition will give contestants an opportunity to practice and enhance their skills in interviewing and in resume preparation. It will also give the contestant an opportunity to network with HLAA Members, Law Assistant Managers, Managing Partners, Placement Agencies, Legal Assistant Schools and vendors in the legal community. All attendees and contestants will gain a better understanding of the job market for Legal Assistant professionals. Obtain valuable guidance and skills from the

mini seminars presented and develop fellowships with others. Come join HLAA and the participating educational institutions at the 2002 Career Enhancement Symposium.

Saturday, September 14, 2002

9:00 a.m. to 2:00 p.m.

Locke Liddel & Sapp, LLP

JP Morgan Chase Tower, 600 Travis  
Suite 2500

Houston, Texas

The Center's students may participate in the Competition by asking at the front office for a competition registration form.

## 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.

Suzanne Byrne

Judy Tu

Kori Rice

Pete Mills

Whitney Weatherly

Jane Lopez

Valerie Tates

Patty Barnes

Kaushik Haresh

Anna Perez

Salas Maybelline

Jim Ware

Laura Gudino

Veronica Lara

Texanna Martin

LaTonya Stacker

Rohana Smith

Elizabeth Brashier

Kelli Good

Angelica Steward

Isabel Garcia

James Moreno

Dave Wood

Michelle Carlton-Prince

Emily Nelson

Joseph Roberts

Michael Spohn

William Burley

Michelle Meadows

Ericka Lopez

Kevin Riley

*"The only thing that stands between a man and what he wants from life is often merely the will to try it and the faith to believe that it is possible."*

Richard M. DeVos



# Facts on File

## Graduation

Saturday, May 18, 10:00 a.m., Westin Oaks Hotel

## HLAA Career Enhancement Symposium/Competition

Saturday, September 14, 9:00 a.m. – 2:00 p.m.

JP Morgan Chase Tower, 600 Travis, Suite 2500

## Houston Paralegal Association

Cinco De Mayo Celebration

Friday, May 3, 5:30 – 7:30 p.m.

Bongo's, 815 Travis

## Legal Writing

Saturday, June 8, 9:00 a.m./\$60.00

Registration by May 31, Center For Advanced Legal Studies

## TASP Exam

April 20

Center For Advanced Legal Studies

**Call for reservations**

# Register 713-259-2778

## CENTER FOR ADVANCED LEGAL STUDIES

### Staff

Program Director  
*Doyle Happe*

Compliance Liaison  
*Gail Armatys*

Placement Director  
*Shannon Underwood*

Admission Team  
*Debra Garcia/Director*  
*Marsha Elam*

Financial Aid Director  
*Lori Baggett*

Secretary  
*Brooke Weeks*

Administrative Assistant  
*Pete Becerra*

Librarian  
*Dianne Dallman*

Project Development/IT  
*Eric Happel/Director*

*The mission of the Center is to provide quality, practical paralegal education to students from diverse backgrounds in order that upon graduation they may meet the growing need for professional, economical legal services.*

ADDRESS CORRECTION REQUESTED

e-mail: [admin@paralegalpeople.com](mailto:admin@paralegalpeople.com)  
Website: [www.paralegalpeople.com](http://www.paralegalpeople.com)

800-446-6931

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

"The Paralegal People"

CENTER FOR ADVANCED  
LEGAL STUDIES

PRSR1 STD  
US POSTAGE  
PAID  
HOUSTON TX  
Permit No 12724