



PARALEGAL.EDU

CENTER FOR ADVANCED LEGAL STUDIES

# Pursue your interest in law and become a paralegal.

Center for Advanced Legal Studies (CALS) is a private, nationally accredited paralegal college. Established in 1987, our focus is providing exceptional paralegal education to our students and dedicated career services for our graduates.



## Paralegal Certificate and Degree Programs

"Education and training designed for this exciting and rewarding 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.

### Educational Requirements

- + Paralegal authorities recommend a minimum of 18 semester hours of paralegal coursework.
- + California requires a minimum of 24 semester hours to be classified as a paralegal.
- + An associate degree or minimum of 60 total college credits upon graduation is recommended.

### An Online Program for Your Busy Lifestyle

- + Attend your degree program in a highly interactive online classroom where students can see and speak with their professor and classmates in real-time. Attend classes on your computer, laptop, smartphone, or tablet. We bring the classroom to you.

### Your Success is Our Priority

- + Courses are designed to educate and prepare graduates for gainful employment.
- + Practicing attorneys and experienced paralegals teach law specialty courses.
- + Financial Aid is available for those who qualify. (**FAFSA School Code: 026047**)

### Secure Employment after Graduation

- + **Career Services** - We offer a multitude of services to help graduates begin their careers.
- + **Resume Review** - Professional guidance in preparing your resume.
- + **Employer Connections** - Leverage our relationship with hundreds of law firms and employers.
- + **Externships Available** - Gain real world experience before you graduate.

### Accreditation, Memberships & Associations

 Accrediting Commission of Career Schools and Colleges

 Council on Occupational Education<sup>1</sup>

 Higher Education Coordinating Board

 Texas Workforce Commission

 Texas Veterans Commission

 American Association for Paralegal Education

 National Federation of Paralegal Associations

 National Association of Legal Assistants

 Paralegal Division of the State Bar of Texas

<sup>1</sup> 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)

### Curriculum

#### Already have a college degree?

The Paralegal Certificate is perfect for you! This program 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.

#### Paralegal Certificate

Essential Paralegal Skills  
10 months · 30 semester hours  
**\$10,850**

#### Core Courses

Introduction to Law and Ethics  
Interviewing and Investigation  
Legal Research and Writing  
Corporate and Business Law  
Civil Procedure  
Computers and the Law  
Criminal Law and Procedure  
Contracts

#### + 2 Electives chosen from

Personal Injury  
Family Law  
Intellectual Property  
Real Estate

#### Working towards your first degree?

The AAS 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, and can lead directly into the **Bachelor of Arts: Law and Business** degree<sup>†</sup>.

#### AAS Degree Paralegal Program

Comprehensive Paralegal Skills  
20 months · 60 semester hours  
**\$21,600**

#### Core Courses

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

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

#### Advanced Electives

+ 5 Electives  
Criminal Law and Procedure  
Wills, Trusts and Probate  
Intellectual Property  
Real Estate  
E-Discovery  
Immigration Law  
Advanced Civil Procedure  
Advanced Research and Writing  
Oil and Gas Law  
Contracts  
Certification Exam Preparation  
Externship

<sup>†</sup> All courses transfer into the bachelor's degree.