



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 Education¹

 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

¹ 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

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
8 months · 24 semester hours
\$9,300

Core Courses

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

+ 2 Electives chosen from

Personal Injury*
Family Law*
Intellectual Property
Real Estate

* Recommended for those continuing on to AAS Degree Paralegal Program

Working towards your first degree?

The AAS Degree Paralegal Program includes all 24 semester hours contained in the **Paralegal Certificate** plus an additional 17 to 21 semester hours of law specialty courses. This degree 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†.

AAS Degree Paralegal Program

Comprehensive Paralegal Skills
22 months · 62 semester hours
\$23,550 (\$14,350 after Paralegal Certificate)

Core Courses (included in certificate)

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

+ 6 Electives including Externship (7 w/o Externship)
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 (2 credit hours)

† All courses transfer into the bachelor's degree except Externship.