



**ASSOCIATE OF APPLIED SCIENCE,
PARALEGAL
2007-2008**

Associate of Applied Science – Paralegal

The goals for this American Bar Association approved program are:

- 1) To train students to become paralegals, in order to permit them to assist attorneys in effectively delivering legal services, and
- 2) To educate students in a way that will permit them to advance the paralegal profession and to maintain high ethical standards.

While paralegals may not practice law, they work under the supervision of attorneys in private law firms or businesses, as well as in many government agencies. Tasks performed by paralegals include interviewing, investigation, research, preparing legal forms, assisting attorneys in court, and other activities. If you have questions, contact the Program Coordinator at 303-797-5878.

The Paralegal program is approved by the American Bar Association. The American Bar Association can be reached at 321 N. Clark St., Chicago, IL 60610, 3012-988-5000. Paralegal courses from other institutions may be transferred to the program ONLY if they were taken from an ABA approved program.

Major Courses –27 credit hours

	PAR 115 Introduction to Law	3
	PAR 116 Torts	3
	PAR 118 Contracts	3
	PAR 125 Property Law	3
	PAR 201 Civil Litigation I**	3
	PAR 206 Business Organizations**	3
	PAR 213 Legal Research and Writing I	3
	PAR 214 Legal Research and Writing II**	3
	PAR 287 Cooperative Education* and **	3

General Education Courses – 24 credit hours

	ENG 121 English Composition I	3
	ENG 122 English Composition II	3
	SPE 115 Public Speaking OR	
	SPE 125 Interpersonal Communications	3
	Students must select 12 credits from the following: ECO 201/202, HIS, HUM, LIT, PHI, POS, PSY, SOC, SPA	12
	Students must select 3 credits from the following: AST, BIO 100+, CHE, GEO, PHY, MAT 106+	3

Restricted Electives –9 credit hours

Choose any three of the following:

	PAR 114 Computers and the Law	3
	PAR 117 Family Law	3
	PAR 202 Evidence**	3
	PAR 205 Criminal Law**	3
	PAR 208 Probate and Estates**	3
	PAR 215 Alternative Dispute Resolution**	3
	PAR 216 Employment law**	3
	PAR 217 Environmental Law**	3
	PAR 218 Bankruptcy Law**	3
	PAR 228 Intellectual Property**	3
	PAR Any PAR course	3

***This course may be waived and a paralegal elective substituted with specific prior legal experience**

**** Course has prerequisite**

_____ **Total Required – 60 credits**

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IMPORTANT PROGRAM INFORMATION:

Please see **Mary Peoples**, Paralegal Program Coordinator, with any questions concerning this program; **303.797.5878** or Mary.Peoples@arapahoe.edu .

Students should take PAR 115 and PAR 213 in their first semester of study. Students should have CPT sentence skill scores of 95+ and CPT reading scores of 80+ to successfully complete PAR 213.

- All major, general education courses and other courses required for this degree must be completed with a grade of "C" or better.
- To graduate students must complete an exit interview and apply for graduation.
- Paralegal courses must be taken within six years of a student's graduation.

ASSESSMENT REQUIREMENTS:

Basic Skills courses may be required based on assessment scores. It is the student's responsibility to take these course requirements within the first 30 credits at ACC. Basic Skills courses are also available at other area community colleges.

Tested Out/ Completed	Semester	ACT/ SAT Last 2 yrs	Accuplacer	Course	Credits
Sentence Skills					
			25-49	See Developmental Studies Advisor	
			50-69	ENG060	3
			70-94	ENG090	3
		18/440	95-120	ENG 121	3
Reading					
			25-39	See Developmental Studies Advisor	
			40-61	REA060	3
			62-79	REA090	3
		17/430	80-120	REA 112	3
Mathematics					
		Arithmetic	24-56	MAT030	2
		Arithmetic	57-120	MAT060	3
		Elem. Alg.	45-60	MAT090	4
		Elem. Alg.	61-84	MAT106/111	5
		19/460	85-120	MAT 120,121,123,135/179	4
Study Skills/Orientation					
	Academic Achievement Strategies			AAA090	3
	College Orientation			AAA101	1
	Advanced Academic Achievement			AAA 109	3

EXEMPTIONS TO ASSESSMENT TESTING:

1. Have successfully completed a college-level mathematics and college-level English course with a grade of C or better. You must provide a transcript.
2. Have achieved the minimum ACT/SAT scores shown above within the last 2 years and provide documentation.
3. Have successfully completed necessary remedial course(s), if required with a "C" or better.
4. Have earned an Associate's degree or higher. You must provide documentation.

5. Some degree programs do not allow a waiver for the CPT.

OTHER IMPORTANT ACC TELEPHONE NUMBERS:

Admission and Records	admissions@arapahoe.edu	M2470	303.797.5621
Advising and Counseling Center	advising@arapahoe.edu	M 2010	303.797.5664
Bookstore	0249mgr@fhcg.follett.com	M1200	303.797.5676
Campus Police	campuspolice@arapahoe.edu	M2600	303.797.5800
Career Center	careers@arapahoe.edu	M2025	303.797.5805
Cashier		M2300	303-797-5638
Child Development Center		N1000	303.797.5678
Disability Services	heather.lawler@arapahoe.edu	M2710	303.797.5937 v/tty
Financial Aid		M2115	303.797.5661

- Apply online at www.FAFSA.ed.gov

Information Central	info-central@arapahoe.edu	M2800	303-797-4222
Library	library@arapahoe.edu	M2500	303.797.5090
Math Lab	math@arapahoe.edu	M3610	303.797.5877
	• Students must register for MAT 101 Enhanced Mathematics Lab		
Open Computer Lab		M1650	303.797.5907
Student Affairs	heather.lawler@arapahoe.edu	M2820	303.797.5668
Testing Center		M2280	303.797.5993
Tutorial Services	debra.goldberg@arapahoe.edu	M2710	303.797.5937 v/tty
Writing Center		M2855	303.797.5830

Location Abbreviations:

A – Annex	AD – Art and Design Center
CSB – Church Street Building	M – Main Building
UCC – University Center @ Chaparral (15653 Brookstone Dr, Parker)	N – North Building

TRANSFER INFORMATION:

1. It is important that you consult an advisor and the transfer institution when choosing courses, as certain majors have particular degree prerequisites and general education course requirements that need to be taken within the Associate degree program.
2. ACC has articulation agreements with several four-year institutions; visit the ACC Transfer Center of the website (www.arapahoe.edu) for more information.

SUGGESTIONS FOR SUCCESS

1. Meet with the Paralegal Program Coordinator for advice about the program and course sequencing.
2. Obtain and read a copy of the ACC catalog.
3. Attend a New Student Orientation session.
4. Maintain current contact information on file and read all correspondence from ACC.
5. Take your CPT or be exempted (see above) before meeting with an academic advisor.
6. Take English, Speech and Math classes early in your program.
7. See your advisor about balancing your workload with credit load.
8. If you want to graduate in two years, take a minimum of fifteen college-level credits per fall/spring semester or twelve credits Fall/Spring and six credits Summer.
9. Transfer and financial aid students should consult an advisor before registering.

GRADUATION INFORMATION

1. No catalog more than six years old may be used for graduation requirements; the 2007/2008 catalog may not be used beyond the Spring 2013 semester.
2. **You must apply for graduation; obtain the application online at www.arapahoe.edu (Student Services) and apply by: April 1 (summer graduation), July 1 (fall graduation) and November 1 (spring graduation).**

For more information log on to www.arapahoe.edu.

Last Updated 06.21.2007