Academic Plan - Associate of Applied Science Paralegal

**Catalog Year: 2019/2020**

**Total Credits:60**

Paralegals (Legal Assistants) play an important role in assisting attorneys to provide affordable legal services.

ACC’s American Bar Association – approved Paralegal Program provides a solid foundation of knowledge and practical experience to prepare students for this profession. 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.

Please contact the Paralegal Department Chair or Coordinator if you have questions about the academic requirements.

# General Education Courses

3 Credits, Arts / Humanities GT-AH1-AH4, available fall spring summer

3 Credits, COM 115 - Public Speaking\* OR COM 125 - Interpersonal Communication, available fall spring summer

3 Credits, Elective - One Additional GT Course, available fall spring summer

3 Credits, ENG 121 - English Composition I: GT-CO1\*, available fall spring summer

3 Credits, ENG 122 - English Composition II: GT-CO2, available fall spring summer

3 Credits, Mathematics (MAT 120, 121, 122, 135, 201, 202, or 203) GT-MA1\*, available fall spring summer

3 Credits, Natural / Physical Science GT-SC1-SC2, available fall spring summer

3 Credits, Social / Behavioral Science GT-SS1-SS3, available fall spring summer

# Major Courses

3 Credits, Major Elective (See Notes for specific requirements), available fall spring summer

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3 Credits, Major Elective (See Notes for specific requirements), available fall spring summer

3 Credits, PAR 110 - Legal Analysis, available fall spring

3 Credits, PAR 114 - Computers and the Law, available fall spring

3 Credits, PAR 115 - Introduction to Law, available fall spring summer

3 Credits, PAR 116 - Torts, available fall spring

3 Credits, PAR 118 - Contracts, available fall spring

3 Credits, PAR 201 - Civil Litigation, available fall spring

3 Credits, PAR 211 - Legal Research, available fall spring summer

3 Credits, PAR 219 - E-Discovery and Litigation Technology, available fall spring

3 Credits, PAR 287 - Cooperative Education, available fall spring summer

# Pre-Requisites, Co-Requisites, and Recommendations

ENG 122 - English Composition II: GT-CO2

Pre-Requisite: ENG 121 - English Composition I OR ENG 131 - Technical Writing I

PAR 114 - Computers and the Law

Pre-Requisite: PAR 110 - Legal Analysis\*

Pre-Requisite: PAR 115 - Introduction to Law\*

PAR 116 - Torts

Pre-Requisite: PAR 110 - Legal Analysis\*

Pre-Requisite: PAR 115 - Introduction to Law\*

PAR 118 - Contracts

Pre-Requisite: PAR 110 - Legal Analysis

Pre-Requisite: PAR 115 - Introduction to Law

PAR 201 - Civil Litigation

Pre-Requisite: PAR 110 - Legal Analysis

Pre-Requisite: PAR 115 - Introduction to Law

Pre-Requisite: PAR 116 - Torts

PAR 211 - Legal Research

Pre-Requisite: PAR 110 - Legal Analysis

Pre-Requisite: PAR 115 - Introduction to Law

Pre-Requisite: PAR 116 - Torts

Pre-Requisite: PAR 118 - Contracts

PAR 219 - E-Discovery and Litigation Technology

Pre-Requisite: PAR 110 - Legal Analysis

Pre-Requisite: PAR 114 - Computers and the Law

Pre-Requisite: PAR 115 - Introduction to Law

Pre-Requisite: PAR 116 - Torts

Pre-Requisite: PAR 201 - Civil Litigation

PAR 287 - Cooperative Education

Pre-Requisite: PAR 110 - Legal Analysis

Pre-Requisite: PAR 115 - Introduction to Law

Pre-Requisite: PAR 116 - Torts

Pre-Requisite: PAR 118 - Contracts

Pre-Requisite: PAR 201 - Civil Litigation

# Program Outcomes

Apply critical thinking and analysis skills to legal situations.

Exhibit basic legal knowledge by locating and analyzing local laws and legal processes.

Develop written research assignments that focus on communicating legal research and outcomes.

Exemplify entry-level career preparedness in a real world employment setting.

Demonstrate knowledge of professional ethics.

# Notes

Electives: Select three (3) courses from the following, PAR 117 Family Law, PAR 126 Administrative Law, PAR 127 Legal Ethics, PAR 202 Evidence, PAR 205 Criminal Law, PAR 207 Current Issues in the Law, PAR 208 Probate and estates, PAR 215 Alternative Dispute Resolution, PAR 216 Employment Law, PAR 217 Environmental Law, PAR 218 Bankruptcy Law, PAR 219 E-Discovery and Litigation Technology, PAR 227 Immigration Law, PAR 228 Intellectual Property, or other PAR elective.

Course availability is subject to change. Please consult the Paralegal Department for specific course planning information and official guidance. Students should use DegreeCheck (available via myACC) to monitor progress toward completion.

Refer to 19/20 catalog for specific requirements and important information about this certificate.

Information regarding median loan debt, completion and placement rates, occupations and tuition / fees may be found at www.arapahoe.edu/gainful.

Recommended courses may be listed above for certain electives; consult with the Academic Advising Office (advising@arapahoe.edu or 303.797.5664) for additional elective recommendations.

\*This course requires college level readiness as measured by Accuplacer, ACT, or SAT scores; approved high school course work that is less than five years old; or successful completion of appropriate college-readiness course.

AAA 101 – College 101: Student Experience is required for all new college students seeking degrees or transfer.

# Graduation Requirements

All paralegal and general courses required for the degree must be completed with a grade of "C" or better.

To graduate, students must apply for graduation (form available at www.arapahoe.edu/departments-and-programs/graduation) by the deadline and meet all degree requirements.

To graduate, students must have a cumulative GPA of 2.0 or higher.

## RECOMMENDED COURSE SEQUENCE PART-TIME TRACK

Year 1: Fall

3 Credits, COM 115 - Public Speaking OR COM 125 - Interpersonal Communication

3 Credits, ENG 121 - English Composition I: GT-CO1

Year 1: Spring

3 Credits, ENG 122 - English Composition II: GT-CO2

3 Credits, Mathematics Course

Year 1: Summer

3 Credits, Arts / Humanities GT-AH1-AH4

3 Credits, Elective - One Additional GT Course

Year 2: Fall

3 Credits, Natural / Physical Science GT-SC1-SC2

3 Credits, Social / Behavioral Science GT-SS1-SS3

Year 2: Spring

3 Credits, PAR 110 - Legal Analysis

3 Credits, PAR 115 - Introduction to Law

Year 2: Summer

3 Credits, Major Elective

Year 3: Fall

3 Credits, PAR 116 - Torts

3 Credits, PAR 118 - Contracts

Year 3: Spring

3 Credits, PAR 114 - Computers and the Law

Year 3: Summer

3 Credits, Major Elective

3 Credits, Major Elective

Year 4: Fall

3 Credits, PAR 201 - Civil Litigation

3 Credits, PAR 211 - Legal Research

Year 4: Spring

3 Credits, PAR 219 - E-Discovery and Litigation Technology

3 Credits, PAR 287 - Cooperative Education