

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.

Required Courses	Credits	Pre or Co Reqs Rqd	Course Availability		
			Fall	Spr	Sum
General Education Courses					
• Arts / Humanities GT-AH1-AH4	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• COM 115 - Public Speaking* OR COM 125 - Interpersonal Communication	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Elective - One Additional GT Course	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• ENG 121 - English Composition I: GT-CO1*	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• ENG 122 - English Composition II: GT-CO2	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Mathematics (MAT 120, 121, 122, 135, 201, 202, or 203) GT-MA1*	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Natural / Physical Science GT-SC1-SC2	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Social / Behavioral Science GT-SS1-SS3	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Major Courses					
• Major Elective (See Notes for specific requirements)	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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• Major Elective (See Notes for specific requirements)	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• PAR 110 - Legal Analysis	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• PAR 114 - Computers and the Law	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• PAR 115 - Introduction to Law	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• PAR 116 - Torts	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• PAR 118 - Contracts	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• PAR 201 - Civil Litigation	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• PAR 211 - Legal Research	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• PAR 219 - E-Discovery and Litigation Technology	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• PAR 287 - Cooperative Education	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Pre-Requisites, Co-Requisites, and Recommendations (grade C or better required)

Where requirements are listed as course categories (e.g. Electives, Arts/Humanities) rather than as specific courses, please note that depending upon course choice, pre-requisites may be required.

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.

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

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 FULL-TIME TRACK

RECOMMENDED COURSE SEQUENCE PART-TIME TRACK

Year 1: Fall	Credits	Course
	3	COM 115 - Public Speaking OR COM 125 - Interpersonal Communication
	3	ENG 121 - English Composition I: GT-CO1
Year 1: Spring	Credits	Course
	3	ENG 122 - English Composition II: GT-CO2
	3	Mathematics Course ~Choose One Course~ MAT 120 - Mathematics for the Liberal Arts: GT-MA1* MAT 121 - College Algebra: GT-MA1* MAT 122 - College Trigonometry: GT-MA1 MAT 135 - Introduction to Statistics: GT-MA1* MAT 166 - Pre-Calculus: GT-MA1 MAT 201 - Calculus I: GT-MA1 MAT 202 - Calculus II: GT-MA1
Year 1: Summer	Credits	Course
	3	Arts / Humanities GT-AH1-AH4 ~Recommended Arts / Humanities Course(s)~ ART 110 - Art Appreciation GT-AH1* HUM 115 - World Mythology: GT-AH2* HUM 121 - Humanities: Early Civilization : GT-AH2* LIT 115 - Introduction to Literature I: GT-AH2* LIT 201 - World Literature to 1600: GT-AH2* MUS 120 - Music Appreciation: GT-AH1* PHI 111 - Introduction to Philosophy: GT-AH3*
	3	Elective - One Additional GT Course ~Recommended Elective(s)~ CRJ 110 - Introduction to Criminal Justice: SS3* HIS 101 - Western Civilization: Antiquity-1650: GT-HI1* HIS 121 - U.S. History to Reconstruction* HIS 122 - United States History Since the Civil War* JOU 105 - Introduction to Mass Media: GT-SS3* POS 105 - Introduction to Political Science: GT-SS1* SOC 231 - The Sociology of Deviant Behavior: GT-SS3*
Year 2: Fall	Credits	Course
	3	Natural / Physical Science GT-SC1-SC2 ~Recommended Natural / Physical Science Course(s)~ ANT 111 - Biological Anthropology with Laboratory: GT: SC1* AST 101 - Astronomy with Lab: Planetary Systems: GT-SC1* BIO 105 - Science of Biology with Lab: GT-SC1* CHE 101 - Introduction to Chemistry I with Lab: GT-SC1* ENV 101 - Environmental Science with Lab: GT-SC1* GEO 111 - Physical Geography: Landforms with Lab: GT-SC1* PHY 105 - Conceptual Physics with Lab: GT-SC1*

- 3 Social / Behavioral Science GT-SS1-SS3
~Recommended Social / Behavioral Science Course(s)~
ANT 101 - Cultural Anthropology: GT-SS3*
ECO 101 - Economics of Social Issues: GT-SS1*
GEO 105 - World Regional Geography: GT-SS2*
POS 111 - American Government: GT-SS1*
PSY 101 - General Psychology I: GT-SS3*
PSY 102 - General Psychology II: GT-SS3*
SOC 101 - Introduction to Sociology I: GT-SS3*

Year 2: Spring

Credits

Course

- 3 PAR 110 - Legal Analysis
3 PAR 115 - Introduction to Law

Year 2: Summer

Credits

Course

- 3 Major Elective
~Recommended Elective(s)~
PAR 117 - Family Law
PAR 125 - Property Law
PAR 126 - Administrative Law
PAR 127 - Legal Ethics
PAR 202 - Evidence
PAR 205 - Criminal Law
PAR 206 - Business Organizations

Year 3: Fall

Credits

Course

- 3 PAR 116 - Torts
3 PAR 118 - Contracts

Year 3: Spring

Credits

Course

- 3 PAR 114 - Computers and the Law

Year 3: Summer

Credits

Course

- 3 Major Elective
~Recommended Elective(s)~
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 227 - Immigration Law
- 3 Major Elective
~Recommended Elective(s)~
PAR 117 - Family Law
PAR 126 - Administrative Law
PAR 127 - Legal Ethics
PAR 206 - Business Organizations
PAR 208 - Probate and Estates
PAR 216 - Employment Law
PAR 228 - Intellectual Property

Year 4: Fall

Credits

Course

- 3 PAR 201 - Civil Litigation



60 Credits

Year 4: Spring	Credits	Course
	3	PAR 211 - Legal Research
	3	PAR 219 - E-Discovery and Litigation Technology
	3	PAR 287 - Cooperative Education