Academic Plan - Certificate Paralegal

**Catalog Year: 2019/2020**

**Total Credits:36**

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.

# Major Courses

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

3 Credits, Paralegal Elective (See current Catalog for requirements), available fall spring summer

3 Credits, Paralegal Elective (See current Catalog for requirements), available fall spring summer

3 Credits, Paralegal Elective (See current Catalog for requirements), available fall spring summer

# Pre-Requisites, Co-Requisites, and Recommendations

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

# Notes

\*Pending approval by Paralegal Department.

Spring starts will have a different course sequence recommendation. Please discuss course sequencing for different start times with the paralegal staff.

The Paralegal Program at ACC is ABA-approved and has more content and practical exercises in the classroom than other paralegal programs. This enhanced academic rigor and classroom instruction is the basis for the department to strongly encourage no more than three classes per semester for students. Graduates will become well versed in many practical applications of the law, and have become highly sought employees from our ABA-approved program.

IMPORTANT: Subject to change without notice. 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. Students must apply for graduation; visit www.arapahoe.edu/graduation. Information regarding median loan debt, completion and placement rates, occupations and tuition / fees may be found at www.arapahoe.edu/gainful.

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.

# Graduation Requirements

A student must successfully complete each course in the Paralegal curriculum by achieving 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 .

# RECOMMENDED COURSE SEQUENCE FULL-TIME TRACK

## Year 1: Fall

3 Credits, PAR 110 - Legal Analysis

3 Credits, PAR 115 - Introduction to Law

3 Credits, PAR 116 - Torts

## Year 1: Spring

3 Credits, PAR 114 - Computers and the Law

3 Credits, PAR 118 - Contracts

3 Credits, PAR 201 - Civil Litigation

## Year 1: Summer

3 Credits, Paralegal Elective

3 Credits, Paralegal Elective

## Year 2: Fall

3 Credits, PAR 211 - Legal Research

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

3 Credits, PAR 287 - Cooperative Education

3 Credits, Paralegal Elective