Academic Plan - Associate of Applied Science Paralegal

# Catalog Year: 2020/2021

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.

# Total Credits: 60

# A - 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-SS3, available fall spring summer

# B - Major Courses

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

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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

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

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 121 - English Composition I: GT-CO1\*

Co-Requisite: CCR 094 - Studio 121

ENG 122 - English Composition II: GT-CO2

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

PAR 110 - Legal Analysis

Co-Requisite: PAR 115 - Introduction to Law

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

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 20/21 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.

In order to meet program requirements, students registered for ENG 121 or ENG 131 must also register for CCR 094 unless they can demonstrate otherwise meeting the CCR 094 standard through assessment testing, prior college coursework, or recent High School coursework. See an Advisor for details.

# 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 [here](http://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

* ~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

3 Credits, 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 Credits, 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

3 Credits, 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 Credits, Social / Behavioral Science GT-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

3 Credits, PAR 110 - Legal Analysis

3 Credits, PAR 115 - Introduction to Law

## Year 2: Summer

3 Credits, 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

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

* ~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 Credits, 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

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