

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 Program Chair or Coordinator if you have questions about the academic requirements.

Required Courses	Credits	Pre or Co Reqs Rqd	Course Availability		
			Fall	Spr	Sum
<b>Major Courses</b>					
• PAR 110 - Legal Analysis (3 Cr.)	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• PAR 114 - Computers and the Law (3 Cr.)	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• PAR 115 - Introduction to Law (3 Cr.)	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• PAR 116 - Torts (3 Cr.)	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• PAR 118 - Contracts (3 Cr.)	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• PAR 201 - Civil Litigation (3 Cr.)	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• PAR 211 - Legal Research (3 Cr.)	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• PAR 219 - E-Discovery and Litigation Technology (3 Cr.)	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• PAR 287 - Cooperative Education (3 Cr.)	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Paralegal Elective (See current Catalog for requirements)	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Paralegal Elective (See current Catalog for requirements)	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Paralegal Elective (See current Catalog for requirements)	3	<input 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.

PAR 110 - Legal Analysis (3 Cr.)

- Co-Requisite: PAR 115 - Introduction to Law

PAR 114 - Computers and the Law (3 Cr.)

- Pre-Requisite: PAR 110 - Legal Analysis\*
- Pre-Requisite: PAR 115 - Introduction to Law\*

PAR 116 - Torts (3 Cr.)

- Pre-Requisite: PAR 110 - Legal Analysis\*
- Pre-Requisite: PAR 115 - Introduction to Law\*

PAR 118 - Contracts (3 Cr.)

- Pre-Requisite: PAR 110 - Legal Analysis
- Pre-Requisite: PAR 115 - Introduction to Law

PAR 201 - Civil Litigation (3 Cr.)

- Pre-Requisite: PAR 110 - Legal Analysis
- Pre-Requisite: PAR 115 - Introduction to Law
- Pre-Requisite: PAR 116 - Torts

PAR 211 - Legal Research (3 Cr.)

- 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 (3 Cr.)

- 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 (3 Cr.)

- 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.

- **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](http://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](http://www.arapahoe.edu/gainful).
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- Recommended courses may be listed above for certain electives; consult with the Academic Advising Office ([advising@arapahoe.edu](mailto:advising@arapahoe.edu) or 303.797.5664) for additional elective recommendations.
- Refer to 21/22 catalog for specific requirements and important information about this certificate.
- 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.

#### 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](http://www.arapahoe.edu/departments-and-programs/graduation)) by the deadline .

RECOMMENDED COURSE SEQUENCE FULL-TIME TRACK

Year 1: Fall	Credits	Course
	3	PAR 110 - Legal Analysis (3 Cr.)
	3	PAR 115 - Introduction to Law (3 Cr.)
	3	PAR 116 - Torts (3 Cr.)
Year 1: Spring	Credits	Course
	3	PAR 114 - Computers and the Law (3 Cr.)
	3	PAR 118 - Contracts (3 Cr.)
	3	PAR 201 - Civil Litigation (3 Cr.)
Year 1: Summer	Credits	Course
	3	Paralegal Elective
	3	Paralegal Elective
Year 2: Fall	Credits	Course
	3	PAR 211 - Legal Research (3 Cr.)
	3	PAR 219 - E-Discovery and Litigation Technology (3 Cr.)
	3	PAR 287 - Cooperative Education (3 Cr.)
	3	Paralegal Elective



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RECOMMENDED COURSE SEQUENCE PART-TIME TRACK