

**PARALEGAL CERTIFICATE  
2002-2003**

**General Information:**

1. Degree Policies and Procedures are on page 33 of the Catalog or visit [www.CCAurora.edu](http://www.CCAurora.edu).
2. If you plan on transferring to another institution, contact an advisor before registering.
3. See the back page for more information.

**CERTIFICATE INFORMATION**

This program, approved by the American Bar Association (ABA), combines an understanding of legal principles, legal analysis and ethical considerations with practical applications.

To be awarded the Paralegal Certificate, the student must complete the certificate requirements and complete an additional (or submit evidence of) **30 semester hours**, including 18 hours of general education, and ENG 121, or the equivalent. **Five years** of law-related work experience may be substituted in some cases for the 30 semester hours requirement. All students must consult with the Department Chair during their first semester.

Students who do not have a waiver or 30 semester hours of appropriate credits must complete the AAS/Management with a Paralegal emphasis or the AGS degree with the Paralegal Certificate used as electives. All substantive legal work performed by paralegals must be under the direction and supervision of a licensed attorney to avoid the unauthorized practice of law.

**Certificate Requirements – 27 credits**

	BUS 221 Business Law I	3 cr.
	PAR 107 Legal & Ethical Concepts	3 cr.
	PAR 115 Introduction to Law	3 cr.
	PAR 119 Legal Research	3 cr.
	PAR 120 Legal Writing	3 cr.
	PAR 125 Computers in Law	3 cr.
	PAR 201 Civil Litigation	3 cr.
	PAR 203 Criminal Law	3 cr.
	PAR 285 Legal Studies Internship <b>OR</b> PAR 286 Directed Studies	3 cr.

**Electives – 9 credits. Select one course from each group**

Group A	PAR 205 Real Estate Law PAR 206 Business Organizations PAR 230 Employment Law	3 cr.
Group B	PAR 101 Introduction to Mediation PAR 117 Family Law PAR 211 Estate Planning & Probate Administration	3 cr.
Group C	PAR 116 Torts PAR 210 Constitutional Law PAR 232 Current Issues in Law	3 cr.

\_\_\_\_\_ **Total Requirements – 27 Credits**

\_\_\_\_\_ **Total Electives Emphasis – 9 Credits**

\_\_\_\_\_ **Total Certificate Requirements – 36 Credits**  
(+ 30 sem. hrs or five years waiver)

**COLLEGE PREP COURSES**

Each course is 3 credits except where indicated.

ACT Score	SAT Score	Accu-Placer	English:
15		0-39	ENG 030 Basic Writing Skills, 2 cr
16		40-59	ENG 060 Writing Fundamentals
17		60-85	ENG 090 Basic Composition
18	450	86+	ENG 121 English Composition I
			Reading:
16		0-59	REA 060 Foundations of Reading
17		60-82	REA 090 College Prep Reading
			Math:
15		0-44 ar	MAT 030 Fund. Of Math, 2 cr.
16		45-60 ar	MAT 060 Pre-Algebra
17		40-54 ea	MAT 090 Intro. Algebra, 4 cr.
18		55+ ea	MAT 109 Intermed. Algebra, 4 cr.
19	440	72+ ea	MAT 121 College Algebra, 4 cr.

**ENGLISH AS A SECOND LANGUAGE**

Accu-Placer		
	ESL 021 Basic Grammar/Writing	1-5 cr.
	ESL 022 Intermediate Grammar	3-5 cr.
	ESL 023 Advanced Grammar	3 cr.
	ESL 031 Basic Conversation	1-5 cr.
	ESL 032 Intermediate Conversation	3-5 cr.
	ESL 041 Basic Reading	1-5 cr.
	ESL 042 Intermediate Reading	2-4 cr.

**STUDY SKILLS CLASSES**

	COM 121 College Survival Skills	3 cr.
	PSY 109 Career Development	1-3 cr.
	STS 060 Learning Success Strategies	1-3cr.

**SCHEDULING SUGGESTIONS**

1. Register for your assessment or ACT placement recommended classes the first semester.
2. See your advisor about balancing your workload with credit load.
3. Transfer and financial aid students should consult an advisor before registering.

**IMPORTANT PHONE NUMBERS:**

Admissions & Registration	303 360-4713
Financial Aid	303 360-4709
Advising	303 360-4797
Learning Resource Center	303 360-4736
Business Office	303 360-4763
Bookstore	303 360-4774
Lowry Campus One-Stop	303 340-7093

**ONLINE AND HYBRID CLASSES**

Many of the classes in this degree can be taken “**online**” or “**hybrid**” (a combination of alternative and in-classroom instruction). Symbols in the semester schedule indicate which classes are offered in either format.

**Online/Hybrid Course Information:**

<http://www.CCAurora.edu>

**Our Website Has The Following Information:**

- College Catalog and Semester Schedule
- Online Registration and Online Courses
- Financial Aid, Advising, and much more.

## STUDENT CHECKLIST

\_\_\_ **Application** – Apply in person or online at [www.CCAurora.edu](http://www.CCAurora.edu). Call for more info: 303-360-4700.

\_\_\_ **Financial Aid** – To apply for grants, loans, scholarships, fill out a FAFSA form available in the Financial Aid Office or online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Call for more info: 303-360-4709.

\_\_\_ **Assessment** – All new students are required to take the basic skills assessment for placement into the appropriate English, reading and math courses. Assessment may be waived for certain students with ACT / SAT scores, completed degrees, are non-degree seeking or meet enrichment status, and for some transfer students. Call for more info: 303-360-4736.

\_\_\_ **Residence Hall** – Request more information on dorm room and board at Lowry by calling 303-340-7001.

\_\_\_ **Advising** – Contact an academic advisor to discuss goals and degree program requirements. Call for more info: CTC: 303-360-4797 or LC903: 303-340-7093.

\_\_\_ **PIN** – Select a PIN number to access your student records at the Advising Center or Admissions and Records. Call for more info: CTC: 303-360-4797 or LC903: 303-340-7093.

\_\_\_ **Registration** – Once you have selected your classes, and have your PIN number, register online at [www.CCAurora.edu](http://www.CCAurora.edu), by phone at 303-825-2747 or on-site at CTC or LC903. For more information, call CTC: 303-360-4700 or LC903: 303-340-7090.

\_\_\_ **Payment** - Tuition must be paid by the due date. You may sign a promissory note with the business office. For more info: call 303 360-4763.

\_\_\_ **Attend class!** If you want to change your schedule, complete a Drop-Add form. Note: If you are receiving Financial Aid notify them of any drops to your schedule. It may affect your award! For more info: call 303-360-4713.

### **Instructional VP and Deans:**

Norine Domenico, Vice President of Instruction  
Les Moroye, Dean, Public Service, Science & WFD  
Michael Carter, Dept. Chair, Public Service  
Robin Rosenfeld, Coordinator, Paralegal, Mediation  
Libby Broughton, Transfer Advisor