

General Information:

1. Degree Policies and Procedures are in the Catalog online at www.CCAurora.edu.
2. If you plan on transferring to another institution, contact an advisor before registering.
3. You must apply for graduation by mid-semester prior to your final term. See Schedule of Classes for the exact deadline date.

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.

A paralegal is a person, qualified by education, training or work experience, who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible. Paralegals are not authorized to practice law in any way, as the practice of law is restricted to persons who are licensed by this or any other state. Any act that requires a legal license to perform, unless otherwise authorized by applicable court rules, constitutes unauthorized practice of law.

This program combines an understanding of legal principles, legal analysis and ethical considerations with practical applications. Courses lead to an American Bar Association (ABA) approved Paralegal certificate. **To be awarded the Paralegal Certificate, the student must complete the certificate requirements and complete (or submit evidence of having completed) an additional 30 semester hours of academic coursework, 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 hour academic coursework requirement. Requests for waiver based on work experience **must** be submitted during the student's first semester in the Paralegal Program.

All students must consult with the Program Coordinator during their first semester. Students who have not completed the 30 semester hours of appropriate academic coursework, or received a waiver, must complete the Associate of Applied Science degree in Management with the Paralegal emphasis or the Associate of General Studies degree with the Paralegal emphasis.

**Certificate Requirements – (21 credits)
Emphasis Requirements**

	PAR 115 Introduction to Law	3 cr.
	PAR 116 Torts* OR PAR 205 Criminal Law*	3 cr.
	PAR 118 Contracts	3 cr.
	PAR 201 Civil Litigation	3 cr.
	PAR 213 Legal Research & Writing I	3 cr.
	PAR 214 Legal Research & Writing II	3 cr.
	PAR 280 Internship OR PAR 285 Independent Study	3 cr.

*Students may take either Torts or Criminal Law to meet the emphasis requirements, or they may take both courses, one as an elective.

Electives – (9 credits)

Select three courses from the following:

	MED 101 Introduction to Mediation	3 cr.
	PAR 116 Torts	3 cr.
	PAR 117 Family Law	3 cr.
	PAR 125 Property Law	3 cr.
	PAR 205 Criminal Law	3 cr.
	PAR 206 Business Organizations	3 cr.
	PAR 207 Current Issues in Law	3 cr.
	PAR 208 Probate and Estates	3 cr.
	PAR 209 Constitutional Law	3 cr.
	PAR 216 Employment Law	3 cr.

PARALEGAL CERTIFICATE TOTAL CREDITS

30

Business Department			
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Updated: November 7, 2006