

**ASSOCIATE OF APPLIED SCIENCE
MANAGEMENT
Paralegal Emphasis
2003-2004**

General Information:

1. Degree Policies and Procedures are on page 33 of the Catalog or visit 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.

Courses lead to an approved ABA Paralegal Certificate. Paralegal students need to consult with an advisor and the department during their first semester of the program.

Career Info: This degree prepares you for careers in law, government, and business.

English– 4 credits from the following:

ENG 121 English Composition I	3 cr.
ENG 188 Eng Comp I Practicum	1 cr.

Mathematics or Science– 3 credits: Choose any AST-Astronomy, BIO-Biology, CHE-Chemistry, MAT-Math 120 or higher, or PHY-Physics 105 or higher.

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Social and Behavioral Sciences – 6 credits

ECO 201 Principles of Macroeconomics	3 cr.
ECO 202 Principles of Microeconomics	3 cr.

Humanities – 3 credits: Choose from ART-Art, COM-Communication, Foreign Language 111 or higher, HUM-Humanities, JOU-Journalism, LIT-Literature, MUS-Music, PHI-Philosophy, PHO-Photography, SPE-Speech, THE-Theatre. ****Consult an advisor for specific requirements****

SPE 115 or SPE 125 Recommended	3 cr.
OR	3 cr
Choose one from above	

Degree Requirements– 18credits

ACC 121 Principles of Accounting I	4 cr.
ACC 123 Prin. of Acct. I Recitation	1 cr.
OR	
ACC101 Fundamentals of Acct	3 cr.
BUS 216 Legal Environment of Bus.	3 cr.
MAN 200 Human Resources Mgmt I	3 cr.
MAN 226 Principles of Management	3 cr.
PAR 285 Internship	3 cr.
OR	
PAR 286 Directed Studies	

Paralegal Emphasis Required Courses–18 credits
Students may take either Torts or Criminal Law to meet the emphasis requirements, or they may take both courses, one as an elective.

PAR 115 Introduction to Law	3 cr.
PAR 116 Torts	3 cr.
OR	
PAR 205 Criminal Law	
PAR 118 Contracts	3 cr.
PAR 201 Civil Litigation	3 cr.
PAR 211 Legal Research	3 cr.
PAR 212 Legal Writing	3 cr.

Paralegal Emphasis Electives – Select three courses from the following:

PAR 101 Introduction to Mediation	3 cr.
PAR 116 Torts	3cr.
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	
PAR 216 Employment Law	

_____ **Total General Education - 16 credits**

_____ **Total Degree Requirements – 17 credits**

_____ **Total Paralegal Emphasis Req. - 18 credits**

_____ **Total Paralegal Electives - 9 credits**

_____ **Total Required – 60 credits**

TRANSFER INFORMATION

This degree prepares students for entry-level employment in a given occupation or for upgrading or stabilizing employment. This degree is not intended to transfer to baccalaureate degree programs, however certain courses and degrees may be accepted toward a bachelor's degree at certain institutions.

COLLEGE PREP COURSES

Each course is 3 credits except where indicated.

ACT Score	SAT Score	Accu-Placer	English:
15	450	0-39	ENG 030 Basic Writing Skills, 2 cr
16		40-59	ENG 060 Writing Fundamentals
17		60-85	ENG 090 Basic Composition
18		86+	ENG 121 English Composition I
16	440	0-59	REA 060 Foundations of Reading
17		60-82	REA 090 College Prep Reading
15	440	0-44 ar	Math:
16		45-60 ar	MAT 030 Fund. Of Math, 2 cr.
17		40-54 ea	MAT 060 Pre-Algebra
18		55+ ea	MAT 090 Intro. Algebra, 4 cr .
19		72+ ea	MAT 106 Survey of Algebra, 4 cr. MAT 121 College Algebra, 4 cr.



ENGLISH AS A SECOND LANGUAGE

Recm. LOEP		
25-56 lu	ESL 021 Basic Grammar/Writing	1-5 cr.
57-76 lu	ESL 022 Intermediate Grammar	3-5 cr.
77-95 lu	ESL 023 Advanced Grammar	3 cr.
25-59 sm	ESL 031 Basic Conversation	1-5 cr.
60-94 sm	ESL 032 Intermediate Conversation	3-5 cr.
25-49 rs	ESL 041 Basic Reading	1-5 cr.
50-74 rs	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. Take English classes early in your program. They'll help you with all of your other classes!
3. See your advisor about balancing your workload with credit load.
4. If you want to graduate in two years, take a minimum of fifteen college-level credits per semester.
5. 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/infosheets>

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. 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. 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 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, register online at www.CCAurora.edu, by phone at 303-825-2747 or on-site at CTC or LC903. For more info: call CTC: 303-360-4700 or LC903: 303-340-7093.

___ **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:

Greg Goode, Vice President of Instruction & Std Svc
 Bob Fulcomer, Dean of Business, Math, & Computers
 Lewis Schlossinger, Dept. Chair, Mgmt & Mktg
 Sharon Halford, Coordinator, Paralegal & Mediation