

# Paralegal

## Post-Secondary Opportunities Information

### POST-SECONDARY OPPORTUNITIES

- Successful completion of concurrent college credits leads to a Certificate of Completion (CCL) in Paralegal.
  - Additional college credits lead to an Associate in Applied Science (AAS) Paralegal
  - BA of Law transfer pathway to University of Arizona is under construction, coming soon

### COURSES AND CREDITS

#### Paradise Valley Community College Concurrent Enrollment Credits

Concurrent Enrollment is not available to high school graduates and students with a GED.

#### YEAR 1

- 1st Semester
  - FYE First Year Experience (1 credit)
  - CIS 101 Survey of Computer Information Systems (3 credits)
  - GBS120 Workplace Communications Skills (3 credits)
  - PAR101 Introduction to the Paralegal Profession (3 credits)

**[Students must earn a 70% or higher in ALL 1st semester courses, including in ENG101, to fulfill the 2nd semester college prerequisite.]**

- 2nd Semester
  - PAR 102 Paralegal Research, Analysis, and Writing I (3 credits)
  - PAR 103 Paralegal Research, Analysis, and Writing II (3 credits)
  - PAR 104 Ethics for the Paralegal (3 credits)

#### YEAR 2

- 3rd Semester
  - PAR106 Legal Foundations for Paralegals (3 credits)
  - PAR112 Civil Litigation I (3 credits)
  - PAR 114 Civil Litigation II (3 credits)

**[Students must earn a 70% or higher in ALL 1st semester courses to fulfill the 2nd semester college prerequisite.]**

- 4th Semester
  - PAR 206 Paralegal Business Law (3 credits)
  - PAR 208 Introduction to Tort Law (3 credits)
  - PAR 224 Law Office Technology for the Paralegal (3 credits)

The Americans with Disabilities Act requires institutions of higher education to provide reasonable accommodations to those with documented disabilities, provided an undue hardship is not created. It is the student's responsibility to inform the Disability Resource Services (DRS) Office directly of his or her need for accommodation(s), each time he or she registers for a new course. All accommodations and academic adjustments are course and semester specific and do not carry over from semester to semester or course to course.

### COST REQUIREMENTS

- West-MEC pays the college tuition (in-state tuition only; out-of-state students are responsible for the difference between in-state and out-of-state tuition) for students accepted to the Paralegal Program. Students are responsible for the tuition for the ENG 101 course.
  - \$15 registration fee per semester
  - \$97 per credit hour due soon after classes begin



Program information may change as West-MEC strives to provide the best opportunities for students. Refer to [www.west-mec.edu](http://www.west-mec.edu) for most current information. Program is taught by industry certified instructors. West-MEC does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations.

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## West-MEC 2025-26

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- Cost based upon meeting Maricopa residency and U.S. citizen/legal residency criteria (Must complete "Maricopa Community Colleges Student Declaration of Citizenship or Status" form. Visit [www.maricopa.edu/residency](http://www.maricopa.edu/residency))
- Additional cost for textbooks and uniforms will apply
- Courses taken under concurrent enrollment may impact federal financial aid eligibility. To obtain additional information, students are encouraged to inquire with the college or university where they intend to enroll.

### ENROLLMENT INFORMATION

- Students that withdraw from the West-MEC program may receive college credit based on the number of completed courses.
- In a post-secondary setting, students are responsible for learning the policies of the institution to ensure that credits transfer to fulfill specific degree requirements. Visit [www.aztransfer.com](http://www.aztransfer.com) for Arizona colleges and universities.
- The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit <http://www.maricopa.edu/non-discrimination>.



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