



**Associate of Applied Science
Paralegal 2010/2011 Catalog**

Recommended First Semester (Fall)	Recommended Second Semester (Spring)
Business Administration 201 , Business Law	Accounting 101 , General Accounting
English 151 , Freshman Composition	Business Administration 202 , Business Law
Mathematics and Science Elective*	Creativity Elective*
Office Information Technology 160 , Applications Software	Paralegal Elective
Paralegal 110 , Introduction to Paralegalism	Healthy Living: Choose <u>one</u> of the following: Psychology 201 , Introduction to Psychology or Science 100 , Environmental Science or Science 103 , Field Investigation in Environmental Studies or Sociology 202 , Social Problems or Sociology 203 , Marriage and the Family

Recommended Third Semester (Fall)	Recommended Fourth Semester (Spring)
Communication 101 , Foundations of Interpersonal Communication	Paralegal 234 , Family Law
Paralegal 120 , Basic Legal Research and Writing	Paralegal 236 , Employment Law
Paralegal 237 , Law Office Management	Paralegal 240 , Litigation Procedures
Paralegal 233 , Wills, Trusts, and Probate Administration	Global Awareness Elective*
Paralegal Elective	Criminal Justice 202 , Criminal Law

***Mathematics and Science, Creativity, and Global Awareness Electives *MUST* be selected from the "General Education Core Courses" listed in the college catalog under degree requirements.**

Paralegal Transfer Policy. A maximum of 60% (16 semester credit hours) of paralegal specialty coursework may be transferred in to meet Paralegal degree/certificate requirements. Courses must meet the competencies of the equivalent KCC course, have a grade of "C" or higher, and be from an institution approved by the American Bar Association (ABA) at the time the course was taken. Courses completed more than five years prior to evaluation for transfer do not qualify without department exemption.

**Paralegal
Battle Creek Evening Recommended Schedule
Fall Semester Start**

	Monday	Tuesday	Wednesday	Thursday	Day or WEB
1st Semester	PARA 110	BUAD 201	OIT 160	ENGL 151	MS ELEC
2nd Semester	PARA ELEC	CR ELEC	ACCO 101	BUAD 202	HL ELEC
3rd Semester	PARA ELEC	PARA 233	PARA 120	PARA 237	COMM 101
4th Semester	CRJU 202	PARA 236	PARA 234	PARA 240	GA ELEC

Spring Semester Start

	Monday	Tuesday	Wednesday	Thursday	Day or WEB
1st Semester	PARA 110	ENGL 151	ACCO 101	OIT 160	MS ELEC
2nd Semester	PARA ELEC	BUAD 201	PSYC 201	CRJU 202	CR ELEC
3rd Semester	COMM 101	PARA 236	PARA 234	PARA 240	BUAD 202
4th Semester	PARA ELEC	PARA 233	PARA 120	PARA 237	GA ELEC

This recommended schedule was created in March of 2009. Schedules are subject to change and course offerings listed here may not be available in subsequent years. Please consult a current schedule.

Paralegal specialty courses (PARA prefix) are only offered on the Battle Creek campus during the evening. Half of the required courses are offered during the fall semester and the other half are offered during the spring semester. Paralegal elective courses are offered on a rotating basis (see chart below).

All other courses may have additional offerings during the day, on the WEB, or at one of our other campuses (Albion, Coldwater, and Hastings). Please consult a current schedule.

Paralegal Electives Rotation Schedule

Fall 2009	Paralegal 251 , Advanced Legal Research and Writing
Spring 2010	Paralegal 252 , Bankruptcy and Creditor – Debtor Law
Summer 2010	Paralegal 245 , Trial Advocacy
Fall 2010	Paralegal 250 , Administrative Law
Spring 2011	Paralegal 232 , Real Estate Law & Property Transactions
Summer 2011	Paralegal 251 , Advanced Legal Research and Writing
Fall 2011	Paralegal 252 , Bankruptcy and Creditor – Debtor Law
Spring 2012	Paralegal 245 , Trial Advocacy
Summer 2012	Paralegal 250 , Administrative Law
Fall 2012	Paralegal 232 , Real Estate Law & Property Transactions