



**Paralegal Post-Baccalaureate Certificate**

*Paralegal Specialty courses require prior completion of Introduction to Paralegalism (PARA 110) or department approval.*

<b><i>Recommended First Semester (Fall)</i></b>	<b><i>Recommended Second Semester (Spring)</i></b>
<b>Business Administration 201</b> , Business Law	<b>Business Administration 202</b> , Business Law
<b>Paralegal 110</b> , Introduction to Paralegalism	<b>Paralegal 234</b> , Family Law
<b>Paralegal 120</b> , Basic Legal Research and Writing	<b>Paralegal Elective</b>

<b><i>Recommended Third Semester (Fall)</i></b>	<b><i>Recommended Fourth Semester (Spring)</i></b>
<b>Paralegal 233</b> , Wills, Trusts, and Probate Administration	<b>Criminal Justice 202</b> , Criminal Law
<b>Paralegal 237</b> , Law Office Management	<b>Paralegal 236</b> , Employment Law
<b>Paralegal Elective</b>	<b>Paralegal 240</b> , Litigation Procedures

***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.



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### BATTLE CREEK EVENING FALL OFFERINGS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
PARA 110 PARA ELEC	BUAD 201 PARA 233	BUAD 202 PARA 120	PARA 237

### BATTLE CREEK EVENING SPRING OFFERINGS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
PARA ELEC CRJU 202	PARA 236	PARA 234	BUAD 202 PARA 240

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 only offered during the fall semester and the other half are only offered during the spring semester. Paralegal elective courses are offered on a rotating basis (see chart below).

Other courses (BUAD, CRJU prefix) 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	<b>Paralegal 251</b> , Advanced Legal Research and Writing
Spring 2010	<b>Paralegal 252</b> , Bankruptcy and Creditor – Debtor Law
Summer 2010	<b>Paralegal 245</b> , Trial Advocacy
Fall 2010	<b>Paralegal 250</b> , Administrative Law
Spring 2011	<b>Paralegal 232</b> , Real Estate Law & Property Transactions
Summer 2011	<b>Paralegal 251</b> , Advanced Legal Research and Writing
Fall 2011	<b>Paralegal 252</b> , Bankruptcy and Creditor – Debtor Law
Spring 2012	<b>Paralegal 245</b> , Trial Advocacy
Summer 2012	<b>Paralegal 250</b> , Administrative Law
Fall 2012	<b>Paralegal 232</b> , Real Estate Law & Property Transactions