



KELLOGG COMMUNITY COLLEGE

Paralegal Post-Baccalaureate Certificate

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

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

<i>Recommended Third Semester (Fall)</i>	<i>Recommended Fourth Semester (Spring)</i>
Paralegal 233 , Wills, Trusts, and Probate Administration	Paralegal 234 , Family Law
Paralegal 237 , Law Office Management	Paralegal 236 , Employment Law
Paralegal Elective	Paralegal 240 , Litigation Procedures

Critical Thinking, 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
Evening Recommended Schedule
(Fall Semester Start)**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	X
ENGL 151 – I CRTVY - II PARA ELEC – III PARA ELEC - IV	BUAD 201 - I ACCO 101 - II PARA 233 - III PARA 236 - IV	OIT 160 – I BUAD 202 - II PARA 120 - III PARA 234 – IV	PARA 110 – I CRJU 202 - II PARA 237 - III PARA 240 – IV	CRI. THK. - I HEALTH - II COMM 101 - III GLOBAL - IV

I = First Semester, II = Second, III = Third, IV = Fourth

X = Paralegal courses are primarily offered during the evening hours. To complete your degree in two years, you will need to take one or more classes during the daytime, during the summer semester, or online. The general education core courses offer the most scheduling flexibility; consult your current schedule for the option that best suits your needs.

PARALEGAL BATTLE CREEK EVENING FALL OFFERINGS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
PARA ELEC ENGL 151	BUAD 201 PARA 233 ENGL 151 COMM 101	OIT 160 PARA 120	OIT 160 PARA 110 PARA 237

PARALEGAL BATTLE CREEK EVENING SPRING OFFERINGS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
PARA ELEC PSYC 201 (HL) LITE 212 (CR) ENGL 203 (CR)	ACCO 101 PARA 236 PHIL 202 (GA)	BUAD 202 PARA 234 PSYC 201 (HL)	CRJU 202 PARA 240