This concentration is designed so that office administration graduates may be able to have substantial paralegal background for employment in a law office.

### CHECKLIST FOR SHORT – TERM CERTIFICATE

<table>
<thead>
<tr>
<th>Technical Concentration</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 OAD 101 Beginning Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>3 OAD 103 Intermediate Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>3 OAD 125 Word Processing (also available as CIS 196A)</td>
<td>3</td>
</tr>
<tr>
<td>3 OAD 131 Business English</td>
<td>3</td>
</tr>
<tr>
<td>3 OAD 133 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>3 OAD 137 Computerized Financial Record keeping</td>
<td>3</td>
</tr>
<tr>
<td>3 OAD 138 Records and Information Management</td>
<td>3</td>
</tr>
<tr>
<td>3 OAD 233 Trends in Office Technology</td>
<td>3</td>
</tr>
<tr>
<td>3 OAD 243 EXCEL (or CIS 286) (also available as CIS 196E)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Hours Required for Short-Term Certificate 27