

**Business Office Management & Technology - Paralegal
 Certificate
 M.A.P.**

Semester	Suggested Courses	Semester(s) Offered*	Credit Hrs.
Semester 1 14 credit hours	OAD 101 Beginning Keyboarding	Fall, Spring, Summer	3
	OAD 138 Records/Information Management	Fall, Spring, Summer	3
	MTH 100 <i>or</i> Intermediate College Algebra <i>or</i> MTH 116 Mathematical Applications	Fall, Spring, Summer	3
	ENG 101 English Composition I	Fall, Spring, Summer	3
	ORI 101 Orientation to College	Fall, Spring, Summer	2
Semester 2 12 credit hours <i>Office Applications Specialist STC Achieved</i>	OAD 103 Intermediate Keyboarding	Fall, Spring, Summer	3
	OAD 125 Word Processing	Fall, Spring, Summer	3
	OAD 126 Advanced Word Processing	Fall, Spring	3
	OAD 243 Spreadsheet Applications	Fall, Spring, Summer	3
Semester 3 6 credit hours	OAD 218 Office Procedures	Fall, Spring, Summer	3
	SPH 106 <i>or</i> Fundamentals of Oral Communication <i>or</i> SPH 107 Fundamentals of Public Speaking	Fall, Spring, Summer	3
Semester 4 9 credit hours	PRL 101 Introduction to Paralegal Study	Fall	3
	PRL 262 Civil Law and Procedures	Fall	3
	OAD 231 Office Applications	Fall, Spring	3
Semester 5 9 credit hours <i>Paralegal Certificate Achieved</i>	PRL 102 Basic Research and Writing	Spring	3
	PRL 103 Advanced Legal Research and Writing	Spring	3
	OAD 242P Office Internship PL	Fall, Spring, Summer	3

*Course(s) may be offered in additional semesters, but are only assured to run in semester(s) indicated. It is **highly** recommended for course(s) to be completed in the semester(s) indicated.

Part-time and full-time students desiring to begin the program of study during a spring or summer semester should consult with an academic advisor to establish an alternate degree completion pathway.