



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

Semester	Suggested Courses	Semester(s) Offered*	Credit Hrs.
<b>Semester 1</b> 3 credit hours	OAD 101    Beginning Keyboarding	Fall, Spring, Summer	3
<b>Semester 2</b> 9 credit hours	OAD 103    Intermediate Keyboarding	Fall, Spring, Summer	3
	OAD 125    Word Processing	Fall, Spring, Summer	3
	OAD 243    Spreadsheet Applications	Fall, Spring, Summer	3
<b>Semester 3</b> 3 credit hours	OAD 218    Office Procedures	Fall, Spring, Summer	3
<b>Semester 4</b> 3 credit hours	PRL 101    Introduction to Paralegal Study	Fall	3
<b>Semester 5</b> 6 credit hours	PRL 102    Basic Research and Writing	Spring	3
	PRL 103    Advanced Legal Research and Writing	Spring	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.