## Business Office Management & Technology - Paralegal

**Associate in Applied Science**

**M.A.P.**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Suggested Courses</th>
<th>Semester(s) Offered*</th>
<th>Credit Hrs.</th>
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</thead>
<tbody>
<tr>
<td><strong>Semester 1</strong>&lt;br&gt;14 credit hours</td>
<td>OAD 101 Beginning Keyboarding</td>
<td>Fall, Spring, Summer</td>
<td>3</td>
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<td></td>
<td>OAD 138 Records/Information Management</td>
<td>Fall, Spring, Summer</td>
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<td></td>
<td><strong>MTH 100 or MTH 116</strong> Intermediate College Algebra or Mathematical Applications</td>
<td>Fall, Spring, Summer</td>
<td>3</td>
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<td>ENG 101 English Composition I</td>
<td>Fall, Spring, Summer</td>
<td>3</td>
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<td>ORI 101 Orientation to College</td>
<td>Fall, Spring, Summer</td>
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<tr>
<td><strong>Semester 2</strong>&lt;br&gt;15 credit hours</td>
<td>OAD 103 Intermediate Keyboarding</td>
<td>Fall, Spring, Summer</td>
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<td>OAD 125 Word Processing</td>
<td>Fall, Spring, Summer</td>
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<td>OAD 126 Advanced Word Processing</td>
<td>Fall, Spring</td>
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<td>OAD 243 Spreadsheet Applications</td>
<td>Fall, Spring, Summer</td>
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<td><strong>OAD 131 or ENG 102</strong> Business English or English Composition II</td>
<td>Fall, Spring</td>
<td>3</td>
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<tr>
<td><strong>Office Applications Specialist STC Achieved</strong>&lt;br&gt;15 credit hours</td>
<td>OAD 218 Office Procedures</td>
<td>Fall, Spring, Summer</td>
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<td>OAD 246 Office Graphics and Presentations</td>
<td>Fall, Spring, Summer</td>
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<td></td>
<td><strong>SPH 106 or SPH 107</strong> Fundamentals of Oral Communication or Fundamentals of Public Speaking</td>
<td>Fall, Spring, Summer</td>
<td>3</td>
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<td>Area III Math or Natural Science Elective</td>
<td>Fall, Spring, Summer</td>
<td>3-4</td>
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<tr>
<td><strong>Semester 3</strong>&lt;br&gt;12-13 credit hours</td>
<td>PRL 101 Introduction to Paralegal Study</td>
<td>Fall</td>
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<td>PRL 262 Civil Law and Procedures</td>
<td>Fall</td>
<td>3</td>
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<td>OAD 137 Computerized Financial Record Keeping</td>
<td>Fall, Spring, Summer</td>
<td>3</td>
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<td>OAD 231 Office Applications</td>
<td>Fall, Spring</td>
<td>3</td>
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<td>OAD 133 Business Communications</td>
<td>Fall, Spring, Summer</td>
<td>3</td>
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<tr>
<td><strong>Semester 4</strong>&lt;br&gt;15 credit hours</td>
<td>PRL 102 Basic Research and Writing</td>
<td>Spring</td>
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<td>PRL 103 Advanced Legal Research and Writing</td>
<td>Spring</td>
<td>3</td>
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<td>OAD 242P Office Internship PL</td>
<td>Fall, Spring, Summer</td>
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<td>Area IV History or Social/Behavioral Science</td>
<td>Fall, Spring, Summer</td>
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<td>Area II Fine Art or Humanities</td>
<td>Fall, Spring, Summer</td>
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**Total Hours**<br>71-72

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

Part-time students and full-time students desiring to begin the BOMT Paralegal program of study during a spring or summer semester should consult with an academic advisor to establish an alternate degree completion pathway.
## Area II – Area IV Options

### Area II

#### Humanities and Fine Arts
- **Art 100**: Art Appreciation
- **ART 203**: Art History I
- **ART 204**: Art History II
- **ENG 251**: American Literature I
- **ENG 252**: American Literature II
- **ENG 261**: English Literature I
- **ENG 262**: English Literature II
- **ENG 271**: World Literature I
- **ENG 272**: World Literature II
- **HUM 298**: Directed Studies in Humanities
- **MUS 101**: Music Appreciation
- **PHL 206**: Ethics and Society
- **REL 100**: History of World Religions
- **REL 151**: Survey of Old Testament
- **REL 152**: Survey of New Testament
- **SPA 101**: Introduction to Spanish I
- **SPA 102**: Introduction to Spanish II
- **THR 120**: Theatre Appreciation

### Area III

#### Math or Natural Science
- **AST 220**: Introduction to Astronomy
- **BIO 101 or BIO 103**: Introduction to Biology I or Principles of Biology I
- **BIO 102 or BIO 104**: Introduction to Biology II or Principles of Biology II
- **CHM 104 or CHM 111**: Introduction to Inorganic Chemistry or College Chemistry I
- **CHM 105 or CHM 112**: Introduction to Organic Chemistry or College Chemistry II
- **CHM 221**: Organic Chemistry I
- **CHM 222**: Organic Chemistry II
- **GEO 101**: Principles of Physical Geography I
- **GEO 102**: Principles of Physical Geography II
- **MTH 100**: Intermediate College Algebra
- **MTH 110**: Finite Mathematics
- **MTH 112**: Precalculus Algebra
- **MTH 113**: Precalculus Trigonometry
- **MTH 115**: Precalculus Algebra & Trigonometry
- **MTH 120**: Calculus and Its Applications
- **MTH 125**: Calculus I
- **MTH 126**: Calculus II
- **MTH 227**: Calculus III
- **MTH 237**: Linear Algebra
- **MTH 238**: Applied Differential Equations I
- **MTH 265**: Elementary Statistics
- **PHS 111**: Physical Science I
- **PHS 112**: Physical Science II
- **PHY 201**: General Physics I - Trig Based
- **PHY 202**: General Physics II - Trig Based
- **PHY 213**: General Physics with Calculus I
- **PHY 214**: General Physics with Calculus II

### Area IV

#### History, Social, and Behavioral Sciences
- **ANT 200**: Introduction to Anthropology
- **ANT 220**: Cultural Anthropology
- **ECO 231**: Principles of Macroeconomics
- **ECO 232**: Principles of Microeconomics
- **GEO 100**: World Regional Geography
- **HIS 101**: Western Civilization I
- **HIS 102**: Western Civilization II
- **HIS 201**: United States History I
- **HIS 202**: United States History II
- **POL 200**: Introduction to Political Science
- **POL 211**: American National Government
- **PSY 200**: General Psychology
- **PSY 210**: Human Growth & Development
- **SOC 200**: Introduction to Sociology
- **SOC 210**: Social Problems

*Updated 8.17.2021*