



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

Semester	Suggested Courses	Semester(s) Offered*	Credit Hrs.
<b>Semester 1</b> 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
<b>Semester 2</b> 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
<b>Semester 3</b> 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
	<b>Semester 4</b> 9 credit hours	PRL 101    Introduction to Paralegal Study	Fall
PRL 262    Civil Law and Procedures		Fall	3
OAD 231    Office Applications		Fall, Spring	3
<b>Semester 5</b> 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
<b>Total Hours</b>			<b>50</b>

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

Part-time students 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.