



Fall Term 1		9 credit hours	Hours	Notes
1st 8 weeks				
•	LAW 103 Ethics and the Law		3	
•	LAW 100 Introduction to Paralegal Studies		3	
2nd 8 weeks				
•	CSA 126 Microsoft Office for Windows		3	
			Term hours subtotal:	9

Spring Term 1		9 credit hours	Hours	Notes
1st 8 weeks				
•	LAW 102 Legal Computer Applications		3	
•	BSA 225 Administrative Professional: Office Management		3	
2nd 8 weeks				
•	LAW 107 Law Office Management		3	
			Term hours subtotal:	9

This recommended sequence is not a binding agreement of any kind between Yavapai College and the student, but merely represents a potential curriculum that may be altered as appropriate to meet the student's academic objectives. Course availability is subject to change and all courses are not available every semester. Students should inquire each semester with their Advisor before registering to determine current requirements and possible changes to the suggested curriculum.