



Fall Term 1		Hours	Notes
<i>12 credit hours</i>			
1st 8 weeks			
•	LAW 103 Ethics and the Law	3	
•	BSA 225 Administrative Professional: Office Management	3	
•	LAW 100 Introduction to Paralegal Studies	3	Note: Class also offered spring term.
2nd 8 weeks			
•	CSA 126 Microsoft Office for Windows	3	
		Term hours subtotal:	12

Spring Term 1		Hours	Notes
<i>6 credit hours</i>			
1st 8 weeks			
•	LAW 102 Legal Computer Applications	3	
2nd 8 weeks			
•	LAW 107 Law Office Management	3	
		Term hours subtotal:	6

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.