



Fall Term 1		9 credit hours	Hours	Notes
1 st 8 weeks				
• LAW 103 Ethics and the Law			3	
• LAW 100 Introduction to Paralegal Studies			3	
2 nd 8 weeks				
• BSA 228 Professional Productivity Solutions			3	Prerequisite: Reading Proficiency.
Term hours subtotal:			9	

Spring Term 1		9 credit hours	Hours	Notes
1 st 8 weeks				
• LAW 102 Legal Computer Applications			3	
• MGT 233 Business Communication			3	
2 nd 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.