



CAMPUS: Terry  
 DEPARTMENT: Business  
 COURSE SEQUENCE SHEET

Name: \_\_\_\_\_  
 SSN: \_\_\_\_\_  
 Academic Advisor: \_\_\_\_\_  
 Matriculation date: \_\_\_\_\_

No pre-tech requirements  MAT 005  
 ESL  ENG 005  RDG 005  MAT 012  
 ENG 051  RDG 051  MAT 015  
  RDG 120

**RDG 120, Critical Reading and Thinking, will be a required course unless the student attains a specific minimum score on the College Placement Test.**

Curriculum: Paralegal Technology Certificate  
 Effective: Spring 2009-52

Curriculum Code Designation: OATCERPLG

| COURSE NUMBER AND TITLE                  | CR | L | CL | SEMESTER     |           | G<br>R<br>A<br>D<br>E | PREREQUISITES    |
|--|----|---|----|--------------|-----------|-----------------------|------------------|
|  |    |   |    | Offered      | Completed |                       |                  |
| <b>FIRST SEMESTER (FALL)</b>             |    |   |    |              |           |                       |                  |
| OAT 170 Introduction to the Legal System | 3  | 0 | 3  | Fall /Spring |           |                       | RDG 005, ENG 005 |
| OAT Elective                             | 3  | 0 | 3  |              |           |                       |                  |
| OAT Elective                             | 3  | 0 | 3  |              |           |                       |                  |
| OAT Elective                             | 3  | 0 | 3  |              |           |                       |                  |
| <b>TOTAL</b>                             | 12 | 0 | 12 |              |           |                       |                  |

|                                     |       |      |       |             |  |  |  |
|-------------------------------------|-------|------|-------|-------------|--|--|--|
| <b>SECOND SEMESTER (SPRING)</b>     |       |      |       |             |  |  |  |
| OAT 280 Legal Research & Writing    | 3     | 0    | 3     | Spring      |  |  | RDG051, ENG051, OAT 170, OAT 121       |
| *OAT 285 Law Office Management (OR) | 3     | 0    | 3     | Spring      |  |  | *RDG 051, ENG051, OAT121               |
| **OAT 290 Internship Program        | 5     | 12   | 1     | Fall/Spring |  |  | **All courses or concurrent enrollment |
| OAT Elective                        | 3     | 0    | 3     |             |  |  |  |
| OAT Elective                        | 3     | 0    | 3     |             |  |  |  |
| <b>TOTAL</b>                        | 12-14 | 0-12 | 12-14 |             |  |  |  |

|                                  |              |          |              |
|----------------------------------|--------------|----------|--------------|
| <b>CERTIFICATE TOTAL CREDITS</b> | <b>24-26</b> | <b>0</b> | <b>24-26</b> |
|----------------------------------|--------------|----------|--------------|

**Approved OAT Electives for Paralegal**

| OAT Legal Electives: Select five (5) of the following legal electives. |   |   |   |        |  |  |                                      |
|--|---|---|---|--------|--|--|--------------------------------------|
| OAT 160 Family Law   | 3 | 0 | 3 | Fall   |  |  | RDG051 ENG 051                       |
| OAT 173 Civil Procedure &Torts   | 3 | 0 | 3 | Fall   |  |  | RDG051, ENG051                       |
| OAT 270 Criminal Law   | 3 | 0 | 3 | Fall   |  |  | RDG051, ENG051, MAT 005              |
| OAT 172 Law of Simple Contracts  | 3 | 0 | 3 | Spring |  |  | RDG051, ENG051                       |
| OAT 175 Estate Admin. & Probate  | 3 | 0 | 3 | Spring |  |  | RDG051, ENG051, MAT 012              |
| OAT 271 Real Property  | 3 | 0 | 3 | Spring |  |  | RDG051, ENG051, MAT 150, 151, or 153 |
| OAT 276 Corporate/Commercial Law                                       | 3 | 0 | 3 | Spring |  |  | RDG051, ENG051, MAT 005              |

An underlying Associate's or Bachelor's degree is required to receive the OATCERPLG certificate  
 \*\*Participation in the Internship Program is subject to availability.  
 Note: Paralegals may not provide legal services directly to the public except as permitted by law.  
 Note: The student is responsible for notifying the Academic Advisor, during the registration period prior to his/her last anticipated semester, of his/her expected readiness for graduation. The student is also responsible for notifying the Academic Advisor of any changes to his/her courses that impact graduation.  
 (Basic and pre-tech courses are prerequisites for any academic certificate program)

**Advisory Statement**

**Program Complete at Delaware Technical & Community College**

I am aware that Delaware Technical & Community College is an open admissions institution with degree, diploma, and certificate programs that require participation in courses, internships, practicums and clinical assignments. These activities may require one or more medical and/or background screenings as a condition of enrollment. The admissions requirements for courses and/or program activities may include but not be limited to

- immunizations and physical examinations,
- criminal history checks that may include a review of the adult abuse and child protection registries,
- drug screenings,
- and other licensing requirements

As a student, I further understand that I may be responsible for all arrangements and costs associated with these requirements. It is my responsibility to inquire about conditions and acceptance into courses and programs that may have special requirements. I am aware that I may seek the assistance of my counselor or technical advisor in identifying conditions of enrollment in all programs and courses at Delaware Tech.

**Employment after Delaware Technical & Community College**

I am also aware that conditions of employment are established by potential employers and not by Delaware Technical & Community College and such conditions of employment may include or exceed any or all of the above requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Updated 9/22/08