



CAMPUS: Terry
 DEPARTMENT: PARALEGAL TECHNOLOGY

COURSE SEQUENCE SHEET

Name: _____

SSN: _____

Academic Advisor: _____

Matriculation date : _____

No pre-tech requirements

MAT 005

NCS 051

RDG 005

NCS 005

ENG 005

RDG 051

NCS 012

ESL

ENG 051

RDG 120

MAT 012

MAT 015

MAT 075

***RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

Curriculum: PARALEGAL TECHNOLOGY (DEGREE)

Curriculum Code Designation:

OATAASPLE

Effective: SPRING 2009

COURSE NUMBER AND TITLE	CR	CL	L	SEMESTER		G R A D E	PREREQUISITES
				Offered	Completed		
FIRST SEMESTER (FALL)							
ENG121 Composition	3	3	0	Fall/Spring			ENG051, RDG051
OAT170 Introduction to Legal System	3	3	0	Fall/Spring			RDG005, ENG005
OAT121 Keyboarding	4	3	2	Fall/Spring			RDG005, ENG005, MAT005
PSY121 General Psychology	3	3	0	Fall/Spring			RDG051, ENG051
Legal Elective (OAT 160 Family Law)	3	3	0	Fall			RDG051, ENG051
*RDG120 Critical Reading & Thinking	3	3	0	Fall/Spring			RDG051, ENG051
TOTAL	19	18	2				
SECOND SEMESTER (SPRING)							
ENG124 Oral Communications	3	3	0	Fall/Spring			ENG121, ENG 125, RDG 120
MAT153 College Math & Statistics	4	4	0	Fall/Spring			MAT015, MAT016, or MAT075
OAT122 Keyboarding Applications	4	3	2	Fall/Spring			(OAT121—recommended)
Legal Elective (OAT175 Estate Adm)	3	3	0	Spring			ENG051, RDG051, MAT 012
Legal Elective (OAT172 Contracts)	3	3	0	Spring			RDG051, ENG051
OAT131 Office Systems & Procedures	3	3	1	Spring			OAT121, ENG121
TOTAL	19	18	3				
THIRD SEMESTER (FALL)							
OAT or Legal Elective	3	2	2	Fall/Spring			
ACC101 Accounting I	4	3	2	Fall/Spring			MAT015
OAT or Legal Elective	3	3	0	Fall/Spring			
ECO111 Macroeconomics	3	3	0	Fall/Spring			RDG051, ENG051, MAT012
Legal Elective (OAT173 Civil Proc.)	3	3	0	Fall			RDG051, ENG051
Legal Elective (OAT270 Criminal Law)	3	3	0	Fall			RDG051, ENG051, MAT005
TOTAL	19	17	5				
FOURTH SEMESTER (SPRING)							
Legal Elective (OAT271 Real Property)	3	3	1	Spring			MAT150, 151, or 153, RDG051, ENG051
OAT290 Intern Program	5	1	12	Spring			All courses or concurrent enrollment
OAT280 Legal Research & Writing	3	3	0	Spring			RDG051, ENG051, OAT170, OAT121
Legal Elective (OAT285 Law Off. Mgt)	3	3	0	Spring			RDG051, ENG051, OAT 121
Legal Elective (OAT276 Corp/Comm.)	3	3	0	Spring			RDG051, ENG051, MAT005
TOTAL	17	13	12				
GRAND TOTAL	74						

Advisory Statement

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 programs activities may include but not be limited to:

- Immunization 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 program 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

ELECTIVES (SELECTED WITH THE APPROVAL OF YOUR ADVISOR)

CHOOSE A MINIMUM OF 6 LEGAL COURSES (18 CREDITS) AND CHOOSE 4 LEGAL OR OTHER APPROVED ELECTIVES (12 CREDITS).
TOTAL LEGAL ELECTIVES=30 CREDITS

LEGAL ELECTIVES

OAT 175	ESTATE ADMINISTRATION & PROBATE
OAT 271	REAL PROPERTY LAW
OAT 276	CORPORATE & COMMERCIAL LAW
OAT 270	CRIMINAL LAW & INVESTIGATIVE PROCEDURES
OAT 160	FAMILY LAW
OAT 172	LAW OF SIMPLE CONTRACTS
OAT 173	CIVIL PROCEDURE AND TORTS
OAT 285	LAW OFFICE MANAGEMENT & PROCEDURE

OTHER APPROVED ELECTIVES (CHOOSE WITH ADVISOR'S APPROVAL)

OAT 151	ACCESS LEVEL I
OAT 132	REFERENCING AND TRANSCRIPTION
OAT 152	EXCEL LEVEL I
OAT 157	WORD LEVEL I
OAT 158	WORD LEVEL II
OAT 159	POWERPOINT
OAT 240	INTEGRATED BUSINESS APPLICATIONS
OAT 242	DESKTOP PUBLISHING
ENG 122	TECHNICAL WRITING/COMMUNICATION
SPA 133	USING BEGINNING SPANISH
SPA 136	SPANISH COMMUNICATION I

Revised 11/25/08

Note: Paralegals may not provide legal services directly to the public except as permitted by law.