



## Division Order (DO) Certificate Program

### MODULE 1: Introduction to Division Order Practices

Course conducted in April and October.

NOTE: Membership in [National Association of Division Order Analysts](#) (NADOA) required for this course.

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<b>Overview</b>	<p>Introduction to Division Order practices introduces students to the various career paths in Land Management with a specific emphasis on the role, qualities, and qualifications of a Division Order Analyst. In addition, it focuses on the advantages of a professional image in the workplace.</p> <p>The course also provides an industry overview including a brief history of Division Orders from its unique title (What is a division order analyst?) to its evolution into the technology and practices used today. The course emphasizes knowledge of the oil and gas industry and the unique role Division Orders plays in the industry. The course concludes with Legal Descriptions and Land Measurements with a workshop on how to plot legal descriptions in a metes and bounds and Congressional survey system. Calculations are offered in each Module (Module 4 focuses solely on Division Order Calculations). In Module 1, acreage calculations in legal descriptions are covered.</p>
<b>Text</b>	National Association of Division Order Analysts (NADOA) Study Guide
<b>Objective</b>	<p>By the end of Module 1, students will be able to:</p> <ul style="list-style-type: none"> <li>● Understand the role, duties, and qualifications of different careers in land with a specific emphasis on the Division Order Analyst</li> <li>● Evaluate the benefits of Membership in the National Association of Division Order Analysts (NADOA)</li> <li>● Define the 5 Steps of Petroleum</li> <li>● Understand the History of the U.S. Land Survey Systems</li> <li>● Plot acreage using section, township, and range in the Congressional Survey System</li> <li>● Calculate acreage in various property descriptions</li> <li>● Appreciate the advantages of a Professional Image in the Workplace</li> </ul>



Page 2, continued

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<b>Forum</b>	Discussion boards are online chats or group discussions that are required upon the completion of webinars or DVDs. Please post a comment in each forum and comment on the posts of at least three of your fellow students.
<b>Additional Assignments</b>	<ol style="list-style-type: none"> <li>1. Please upload your photo beside your name under the People tab ASAP. This will be used for networking purposes specifically with respect to Discussion Forums.</li> <li>2. Please complete the Legal Descriptions Worksheet by plotting the legal descriptions based on the Jeffersonian/Congressional system.</li> </ol> <p>An assignment summary with details and due dates will be provided.</p>
<b>Exam</b>	Available online the last week of the course from <b>Tuesday at Noon until Saturday at 11:59pm Central.</b>

*NOTE: Participation for this course and access to the study guide requires students to be, or become, a member of the **National Association of Division Order Analysts (NADOA)**; visit: <https://www.nadoa.org/>. Membership is \$75 per year and requires two sponsors for initial year. If you need support in finding a sponsor, please contact your instructor.*

### DO Certificate Program

The DO Certificate Program is an online, self-paced program with six total modules. Each module spans one month and requires approximately 12 hours to complete. The fee per module is \$612.50 for Texas residents and \$637.50 for Non-Texas residents.

Module	Course Title	Session Start
1	Introduction to Division Order Practices	April & October
2	Land Titles, Title Examination & Title Opinions	May & November
3	Land & Leasing	June & December
4	Calculations	July & January
5	Oil & Gas Law	August & February
6	Oil & Gas Contracts	September & March

Learn more and register at [www.landtraining.net](http://www.landtraining.net).

