

Administrative Legal Office Specialist (STC-ALS)

Program Locations: Bay Minette, Brewton, Thomasville Campuses and Online

Applied Technology Division

Length: Two Semesters

This is a training certificate program designed to provide students the opportunity to acquire and/or enhance knowledge and skills for employment as an administrative legal office specialist.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Subject: Applied Technology

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
	BUS 215 or OAD 133	3
OAD 103	Intermediate Keyboarding	3
OAD 125	Word Processing	3
OAD 201	Legal Terminology	3

Semester Two

Item #	Title	Credits
	OAD 127 or BUS 263	3
OAD 218	Office Procedures	3
	OAD 135 or OAD 137	3
	OAD 233 or PRL 101	3
	Total credits:	24