

# 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         |
|         | <b>Total credits:</b> | <b>24</b> |