

# Administrative Legal Office Specialist (AAS-ALS)

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

### Applied Technology Division

Length: Four Semesters

The Associate in Applied Science Degree as an Administrative Legal Office Specialist is designed to prepare students who wish to pursue careers in administrative areas in governmental agencies and/or legal offices.

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:** A.A.S.

## Semester One

| Item #  | Title                                 | Credits |
|---------|---------------------------------------|---------|
| OAD 101 | Beginning Keyboarding                 | 3       |
| OAD 125 | Word Processing                       | 3       |
| OAD 201 | Legal Terminology                     | 3       |
|         | BUS 215 or OAD 133                    | 3       |
|         | Humanities and Fine Arts Elective (T) | 3       |
|         | WKO 107 or ORI 101                    | 1       |

## Semester Two

| Item #  | Title                           | Credits |
|---------|---------------------------------|---------|
| BUS 188 | Personal Development            | 3       |
| ENG 101 | English Composition I           | 3       |
| OAD 103 | Intermediate Keyboarding        | 3       |
| PRL 101 | Introduction to Paralegal Study | 3       |
|         | MTH 116 or MTH 100              | 3       |

## Semester Three

| Item #  | Title   | Credits |
|---------|---|---------|
|         | OAD 127 or BUS 263  | 3       |
|         | OAD 135 or BUS 241  | 3       |
| OAD 138 | Records/Information Management                                | 3       |
|         | History, Social Science, or Behavioral Science Elective (ALS) | 3       |
|         | Math, Science, or Computer Science Elective                   | 3-4     |

# Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

## Semester Four

| Item #  | Title                                 | Credits      |
|---------|---------------------------------------|--------------|
| OAD 137 | Computerized Financial Record Keeping | 3            |
| OAD 218 | Office Procedures                     | 3            |
| OAD 233 | Trends in Office Technology           | 3            |
| OAD 243 | Spreadsheet Applications              | 3            |
|         | OAD 242 or PRL 192                    | 3            |
|         | <b>Total credits:</b>                 | <b>61-62</b> |