



ADMINISTRATIVE LEGAL OFFICE SPECIALIST
Associate in Applied Science Degree – AAS

Program Locations: Atmore, Bay Minette, Brewton, and Thomasville Campuses (Online)

Length: Four Semesters

The Associate in Applied Science Degree in 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 STARS.

AREA I: Written Composition	3 Total Hours
ENG 101 – English Composition I	3
AREA II: Humanities and Fine Arts	3 Total Hours
Humanities and Fine Arts Elective: Choose one of the following ART 100 – Art Appreciation ART 203 – Art History I ART 204 – Art History II HUM 101 – Introduction to Humanities I HUM 102 – Introduction to Humanities II MUS 101 – Music Appreciation PHL 106 – Introduction to Philosophy PHL 206 – Ethics and Society REL 100 – History of World Religions REL 151 – Survey of the Old Testament REL 152 – Survey of the New Testament THR 120 – Theater Appreciation THR 126 – Introduction to Theater	3
AREA III: Natural Sciences and Mathematics	6 - 7 Total Hours
Choose one of the following: MTH 100 – Intermediate College Algebra MTH 116 – Mathematical Applications	3
Math, Science, or Computer Science Elective: Choose one of the following BIO 101 – Introduction to Biology I BIO 102 – Introduction to Biology II BIO 103 – Principles of Biology I CHM 104 – Introduction to Inorganic Chemistry CHM 111 – College Chemistry I CHM 112 – College Chemistry II CIS 146 – Microcomputer Applications MTH 100 – Intermediate College Algebra MTH 110 – Finite Mathematics MTH 112 – Precalculus Algebra MTH 113 – Precalculus Trigonometry MTH 115 – Precalculus Algebra and Trigonometry MTH 116 – Mathematical Applications PHS 111 – Physical Science I PHS 112 – Physical Science II PHY 120 – Introduction to Physics PHY 201 – General Physics I with Trigonometry PHY 202 – General Physics II with Trigonometry	3 – 4
AREA IV: History, Social, and Behavioral Sciences	3 Total Hours
Choose one of the following: HIS 201 – United States History I HIS 202 – United States History II POL 200 – Introduction to Political Science POL 211 – American National Government	3

AREA V: Pre-Professional, Major, and Elective Courses	46 Total Hours
BUS 188 – Personal Development	3
BUS 215 – Business Communication or OAD 133 Business Communications	3
OAD 101 – Beginning Keyboarding	3
OAD 103 – Intermediate Keyboarding	3
OAD 125 – Word Processing	3
OAD 127 – Business Law	3
OAD 135 – Financial Record Keeping	3
OAD 137 – Computerized Financial Record Keeping	3
OAD 138 – Records and Information Management	3
OAD 201 – Legal Terminology	3
OAD 218 – Office Procedures	3
PRL 101 – Introduction to Paralegal Study	3
PRL 192 – Selected Topics in Paralegal or OAD 242 – Office Internship	3
OAD 233 – Trends in Office Technology	3
OAD 243 – Spreadsheet Applications	3
ORI 101 – Orientation to College or WKO 107 – Workplace Skills Preparation	1
Total Hours	61-62 SH