

**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 Alabama Transfers state transfer and articulation reporting system.

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

<b>AREA V: Pre-Professional, Major, and Elective Courses</b>		<b>46 Total Hours</b>
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 or BUS 263 The Legal and Social Environment of Business		3
OAD 135 – Financial Record Keeping or BUS 241 Principles of Accounting I		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
<b>Total Hours</b>		<b>61-62 SH</b>