



# COASTAL ALABAMA

## COMMUNITY COLLEGE

### ADMINISTRATIVE LEGAL OFFICE SPECIALIST Short Term Certificate – STC ALS

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

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.

#### AREA V: Pre-Professional, Major, and Elective Courses

BUS 215 – Business Communication or OAD 133 Business Communications	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 OAD 137 – Computerized Financial Record Keeping	3
OAD 201 – Legal Terminology	3
OAD 218 – Office Procedures	3
PRL 101 – Introduction to Legal Studies or OAD 233 Trends in Office Technology	3
<b>Total Hours</b>	<b>24 SH</b>