



ADMINISTRATIVE LEGAL OFFICE SPECIALIST
Short Term Certificate – STC ALS

Program Locations: Bay Minette and Brewton and Campuses (Online)

Length: Two Semesters

The Short-Term Certificate as an Administrative Legal Office Specialist is designed to equip students with the skills necessary for administrative roles in legal offices and governmental agencies. The program provides instruction in business communications, business law principles, word processing, data entry, office procedures, public relations, secretarial accounting, filing systems, records management, and report preparation. Graduates will be prepared to perform the duties of an administrative assistant or specialist in a legal or governmental setting.

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
Total Hours	24 SH