

Administrative Legal Office Specialist (AAS-ALS)

Degree Type

A.A.S.

Degree Plan

Administrative Legal Office Specialist

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.

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
	Sub-Total Credits	16

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
	Sub-Total Credits	15

Semester Three

Item #	Title	Credits
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	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
	Sub-Total Credits	15-16

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
	Sub-Total Credits	15
	Total Credits	61-62