

Administrative Legal Office Specialist (STC-ALS)

Degree Type
Short-Term Certificate
Degree Plan

STC ALS Administrative Legal Office Specialist

Program Locations: Bay Minette, Brewton, and Online

Applied Technology Division

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.

Semester One

Item #	Title	Credits
	BUS 215 or OAD 133	3
OAD 103	Intermediate Keyboarding	3
OAD 125	Word Processing	3
OAD 201	Legal Terminology	3
	Sub-Total Credits	12

Semester Two

Item #	Title	Credits
	OAD 127 or BUS 263	3
OAD 218	Office Procedures	3
	OAD 135 or OAD 137	3
	OAD 233 or PRL 101	3
	Sub-Total Credits	12
	Total Credits	24