



The **Administrative Legal Professional** program provides the skills and training that are necessary to work efficiently and confidently in today's demanding office environments. Students learn standard office procedures, basic accounting, and the most widely used software applications. The ALP program offers students a choice of two options: administrative or legal professional skills. Both options offer hands-on projects, coursework, and opportunities for internships.

Administrative Legal Professional Students Will:

- Use well known software programs
- Learn basic accounting and economics
- Learn administrative and legal office procedures
- Have excellent communication skills
- Become familiar with legal work in areas such as personal injury, family law and criminal law

Sample of Courses

- Introduction to Psychology
- Family Law
- Cyber Law
- Keyboarding
- Legal Transcription

Sample of Career Opportunities

- Legal Assistant/Secretary
- Office Manager
- Administrative Assistant
- Courthouse Support Personnel

If the following qualities describe you, a career in the **Administrative Legal Professional** field might be a good choice:

- **Able to multi-task**
- **Detail-oriented**
- **Good at problem-solving**
- **Enjoy working with others**

Internship

All two-year students are required to complete a 336-hour internship providing them with on-the-job experience and a safety net of instructors to confide in if challenges occur. Many of our students are offered jobs upon completion of their internship.

Admissions Program Requirements

- High school transcripts, an equivalent or GED
- PSSA scores (HS graduates only)
- Two letters of recommendation from a current employer or teacher
- COMPASS scores
- Personal interview

Career Services

Our Career Services Office provides a wealth of resources and information to our students and graduates. We encourage our students to acquaint themselves with our office so we can help. Some of our services include:

- Hosting Job Fairs
- Creating Strong Employer Relations
- Inviting Business Guests to Speak
- Providing Job Search Classes

Financial Aid

South Hills School of Business & Technology understands that your education is an investment in your future. The Financial Aid staff will work with you to make sure you receive all aid for which you are eligible. For answers to your financial aid questions, please contact our financial aid office.