



Degree Guide:

Administrative Office Systems Legal Assistant I Short Term Certificate

Program

[Administrative Office Systems \(AOS\)](#)

Degree Type

Professional Technical Certificate

Offered Online

Yes

Program Coordinator

Sherry Sparrowk
(360) 417-6375
ssparrowk@pencol.edu

Program Code: LAAL1C01

Program Outcomes

- Develop beginning through intermediate skills in Microsoft Word and associated technologies
- Develop writing skills with a step-by-step approach to identify and use parts of speech, punctuation, capitalization, and numbers correctly; write effective sentences and paragraphs
- Correctly identify the major steps of the criminal justice process

Catalog #	Course Title	Credits
AOS 105	Introduction to Microsoft Word	5
AOS 135	Writing Essentials	5
CJ& 101	Introduction to Criminal Justice	5
Total Credits		15