



Degree Guide:

Administrative Office Systems Legal Assistant II Short Term Certificate

Program

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

Degree Type

Professional Technical Certificate

Offered Online

Yes

Program Coordinator

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Program Code: LAAL2C01

Program Outcomes

- Apply writing skills to a variety of technical and business applications
- Understand the fundamentals of business law and the principles of the American legal system
- Demonstrate an understanding of the core concepts, tools, and methods used to secure computer systems

Catalog #	Course Title	Credits
AOS 170	Business Communications	5
BUS& 201	Business Law	5
CSIA 280	Computer Forensics I: Intro to Computer Forensic	5
Total Credits		15