



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**

Sherry Sparrowk  
(360) 417-6375  
[ssparrowk@pencol.edu](mailto:ssparrowk@pencol.edu)

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
<b>Total Credits</b>		<b>15</b>