



Short-Term Certificate

Administrative Office Systems - Legal Assistant I

Details

Completion Award: Short-Term Proficiency Certificate
Program Code (EPC): 577C

Program Coordinator (contact with questions)

Sherry Sparrowk (360) 417-6375
Office: M-210 ssparrowk@pencol.edu

Student's Name:	Student ID Number:
Advisor:	Advisor's Signature:

Learning Outcomes

1. Develop beginning through intermediate skills in Microsoft Word and associated technologies.
2. 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.
3. Correctly identify the major steps of the criminal justice process.

Degree Requirements	Approved Substitutions	Name Of Course	Credits	Credits Completed	In Progress Qtr/Yr
AOS 105		Word Processing Applications I	5		
AOS 135		Writing Essentials	5		
CJ& 101		Introduction to Criminal Justice	5		
CREDITS REQUIRED FOR CERTIFICATE:			15		

The following information is needed to produce your certificate:

Quarter and Year Certificate was completed: Fall Winter Spring Summer **20__**

Name to be printed on Certificate: _____
First Middle Last

Mailing Address: _____
Street/P.O. Box City State Zip

If no mailing address is provided, Certificate may be picked up at the Reception desk in the Student Services Bldg.

For Office Use:

Grades verified Date Certificate Posted: _____ Processed By: _____
 Certificate Mailed or Forwarded to Program Advisor