



Short-Term Certificate

Administrative Office Systems - Legal Assistant II

Details

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

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

Degree Requirements	Approved Substitutions	Name Of Course	Credits	Credits Completed	In Progress Qtr/Yr
AOS 170		Business Communications	5		
BUS& 201		Business Law	5		
CSIA 280		Computer Forensics I	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