



AAS Degree

Administrative Office Systems - Administrative Assistant Specialization

Year One (Sample schedule)

Quarter One (Fall)

- AOS 101 Digital Literacy.....5
- AOS 105 Word Processing Applications I.....5
- BUS& 101 Introduction to Business.....5

Quarter Two (Winter)

- AMATH 121 Applied Math/Prof Tech 1.....5
- AOS 106 Spreadsheet Applications I.....5
- AOS 135 Writing Essentials.....5

Quarter Three (Spring)

- AOS 107 Database Applications I.....5
- AOS 112 E-Communications5
- AOS 170 Business Communications.....5

Year Two (Sample schedule)

Quarter Four (Fall)

- AOS 205 Word Processing Applications II.....5
- ECON 101 Introduction to Economics or SOCSI 101 Contemporary Global Issues5

Quarter Five (Winter)

- AOS 206 Spreadsheet Applications II.....5
- AOS 210 College to Career Success5

Quarter Six (Spring)

- AOS 212 Integrated Business Projects5
- BUS 270 Management of Information Systems.....5

ELECTIVES, See Elective options listed below15

Choose from the following Electives (Winter)

- AOS 111 Medical Terminology II.....3
- AOS 211 Legal Terminology5

Choose from the following Electives (Spring)

- AOS 213 Legal Office Projects5

Choose from the following Electives (Winter/Spring)

- ACT 215 Quickbooks.....5

Choose from the following Electives (Fall/Spring)

- AOS 110 Medical Terminology I.....5

Total Credits Required 90

Specifics

Length of Program

Courses with prerequisites, and the placement level of the student, may extend the Length of Program listed on this page.

Which Quarter Can I begin?

The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Details

Completion Award: AAS Degree
Length of Program: 6 Quarters
Program Code: 547C

Program Coordinator (contact with questions)

Sherry Sparrowk (360) 417-6375
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Apply online: <http://pencol.edu/GetStarted>

Notes



AAS Degree

Administrative Office Systems - Administrative Assistant Specialization

Program Description

The Administrative Office Systems (AOS) program provides up-to-date curriculum that adapts to the rapidly changing workplace.

In an interactive online learning environment, students master Microsoft Office and computer concepts. They observe, practice, and train, then apply their skills in a real-world business environment. Technology skills are combined with writing and specialty courses.

The program is designed to prepare students to work in a wide variety of office settings: Accounting, Administrative Support, Computer Applications Support, Legal, and Medical.

Special Features

- The Administrative Office Systems program provides up-to-date curriculum that adapts to the rapidly changing workplace.
- All degree options include a career success course in which students develop a self-directed, flexible plan to launch and manage their careers.
- Interactive training and skill-based assessments are completed in a virtual environment. Projects are based on real-world business situations.
- Students use online digital learning solutions that offer a wide variety of learning apps.
- A wide array of short-term certificates of proficiency that are focused on clusters of courses are offered.

Student Learning Outcomes

When this program is completed, the student will be able to:

- Completed advanced applications of word processing, spreadsheets, presentations, databases, and associated technologies.
- Applied writing skills to a variety of technical and business applications
- Used online digital solutions for collaboration, cloud storage, apps, and professional networking.
- Connected the experiences in their courses with comprehensive job search strategies.

Program Prerequisites

Students entering this program should have basic knowledge of a computer and touch typing skills. Online students should complete HUMDV 101, Online Classroom Success or have successfully complete an online course. College-level skills in English and math (eligibility for courses numbered 100 or higher) are recommended. The placement test will help determine placement if not known. Previous coursework may also indicate placement level.

Career Opportunities

Administrative assistant jobs are in high demand and exist in every type of business, industry, or non-profit organization. The greatest expansion in the job market over the next ten years is expected to occur in the medical sector.

Opportunities for advancement are enhanced by a student's motivation and desire to succeed. The demand for persons trained in this field should remain strong over the next several years.

Potential Positions and Earning

Potential positions include: executive assistant, legal assistant, medical office assistant, bookkeeping assistant, computer applications support.

For current employment and wage estimates, please visit and search for the relevant occupational term:
www.bls.gov/oes

Test Fees

Placement test (one time cost):\$20.00

Approximate Additional Costs

Books, supplies and miscellaneous fees
(per quarter)..... \$500-\$550.00