



Certificate

Administrative Office Systems

Year One (Sample schedule)

Quarter One (Fall)

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

Total Credits Required 45

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: Certificate
Length of Program: 3 Quarters
Program Code: 559C

Program Coordinator (contact with questions)

Sherry Sparrowk (360) 417-6375
 Office: M210 ssparrowk@pencol.edu

Apply online: <http://pencol.edu/GetStarted>

Notes

Applying One-Year Certificate Classes to a Two-Year Degree

Foundation classes listed above can be applied to any two-year degree in the Administrative Office Systems program.



Certificate

Administrative Office Systems

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:

- 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

Computer support specialists provide help and advice to people and organizations using computer software or equipment.

The demand for persons trained in this field should remain strong over the next several years. More support services will be needed as organizations upgrade their computer equipment and software.

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