



## AAS-T Degree

# Administrative Office Systems - Accounting Specialization

### Year One (Sample schedule)

#### Quarter One (Fall)

- AOS 101 Digital Literacy.....5
- AOS 105 Word Processing Applications I.....5
- ENGL& 101 English Composition I.....5

#### Quarter Two (Winter)

- AOS 106 Spreadsheet Applications I.....5
- ELECTIVE Natural Sciences, 100 level or above |.....5
- MATH& 107 or 146 Math in Society or Intro to Statistics.....5

#### Quarter Three (Spring)

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

### Year Two (Sample schedule)

#### Quarter Four (Fall)

- ACCT& 201 Principles of Accounting I .....5
- AOS 205 Word Processing Applications II.....5
- ELECTIVE Humanities, 100 Level or above.....5

#### Quarter Five (Winter)

- ACCT& 202 Principles of Accounting II .....5
- AOS 206 Spreadsheet Applications II.....5
- AOS 210 College to Career Success .....5

#### Quarter Six (Spring)

- ACCT& 203 Principles of Accounting III .....5
- ACCT 215 Quickbooks .....5
- AOS 212 Integrated Business Projects .....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.

### A Note About Transfer Degrees

Students who wish to transfer to four-year colleges/universities or to technical institutions should obtain the institution's catalog and review the requirements for the program to which they would like to transfer. Faculty advisors will work with the student to develop an educational plan to meet requirements for a transfer.

### Details

**Completion Award:** AAS-T Degree  
**Length of Program:** 6 Quarters  
**Program Code:** 505U

### Program Coordinator (contact with questions)

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

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

### Notes



## AAS-T Degree

# Administrative Office Systems - Accounting 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 your 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](http://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