



# AAS-T 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
- ENGL& 101 English Composition I.....5

#### Quarter Two (Winter)

- AOS 106 Spreadsheet Applications I.....5
- MATH& 146 Introduction to Statistics .....5
- BUS& 101 Introduction to Business.....5

#### Quarter Three (Spring)

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

### Year Two (Sample schedule)

#### Quarter Four (Fall)

- AOS 205 Word Processing Applications II.....5
- CMST& 102 Introduction to Mass Media .....5
- SOSCI 101 Contemporary Global Issues.....5

#### Quarter Five (Winter)

- AOS 206 Spreadsheet Applications II.....5
- AOS 214 Office Procedures and Technology .....5
- ACCT 215 Quickbooks .....5

#### Quarter Six (Spring)

- AOS 212 Advanced Applications of Office 365.....5
- IT 156 Introduction to Operating Systems .....5
- NUTR& 101 Introduction to Nutrition .....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?

Students may enter this program in any quarter.

#### 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:** OMSAAAAS

#### 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 - 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 365 and digital literacy. 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.

### Program Goals

- Prepare students for a variety of administrative related job opportunities.
- Prepare students for a rapidly changing workplace.
- Monitor and improve relevancy of course curriculum to ensure a high-quality program.
- Monitor the needs of the community and the relevancy of curriculum through Advisory Committee meetings.

### Special Features

- Intermediate and advanced training in Microsoft Office 365.
- Interactive training and skill-based assessments completed in a virtual environment.
- Projects are based on real-world business situations.
- Writing skills for a variety of technical and business applications.
- Personalized tutoring for all AOS students.
- Wide array of short-term certificates of proficiency that provide benchmarks toward the completion of a degree.
- Reduced cost for AOS course textbooks, online learning tools, and software (see Approximate Additional Costs).

### Student Learning Outcomes

- Demonstrate advanced skills in cloud-based Office 365.
- Demonstrate ability to create, format, and modify word processing documents.
- Communicate information and ideas (verbal & written) for a variety of business purposes and audiences.
- Create workbooks, analyze data, and use mathematical functions.
- Create tables, relationships, forms, and reports in a relational database.
- Demonstrate an ability to organize and present information in visual presentations.
- Demonstrate competencies to succeed in an administrative office career.
- Exhibit effective interpersonal skills.

### Program Prerequisites

Students entering this program should have basic knowledge of a computer and touch-typing skills. It is recommended that online students complete HUMDV 101. Writing classes are embedded in the program.

Students are required to place into the English and math/applied math courses required for this program. Learn more about placement options by visiting the Assessment and Placement website: <http://www.pencol.edu/placement-testing>

### Career Opportunities

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

Previous graduates are employed by legal and medical offices, government agencies, schools, hospitals, and private enterprises.

### Potential Positions and Earning

New opportunities are very likely in the future and the occupation is projected to have a large number of job openings in Washington State.

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

### Approximate Additional Costs

AOS textbooks and online learning tools are purchased by subscription:

Subscription purchasing options:

- 1 -semester
- 1-year
- 2-year

Average cost for each AOS class .....	\$27
Software .....	Office 365 (free for PC students)

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