



Certificate

Administrative Office Systems

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 PowerPoint Comprehensive.....5
- 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?

Students may enter this program in any quarter.

Details

Completion Award: Certificate
Length of Program: 3 Quarters
Program Code: OOCAOC45

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 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

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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