



# Short-Term Certificate

## Administrative Office Systems - Office Assistant II

### Details

**Completion Award:** Short-Term Proficiency Certificate  
**Program Code (EPC):** 551B

### Program Coordinator (contact with questions)

Sherry Sparrowk (360) 417-6375  
Office: M-210 [ssparrowk@pencol.edu](mailto:ssparrowk@pencol.edu)

<b>Student's Name:</b>	<b>Student ID Number:</b>
<b>Advisor:</b>	<b>Advisor's Signature:</b>

<p>Learning Outcomes</p> <ol style="list-style-type: none"> <li>1. Identify the skills that are needed to be a successful digital citizen in college and beyond.</li> <li>2. Develop beginning through intermediate skills in Microsoft Word, Excel, PowerPoint, Access and associated technologies.</li> <li>3. Develop writing skills with a step-by-step approach to identify and use parts of speech, punctuation, capitalization, and numbers correctly; write effective sentences and paragraphs.</li> <li>4. Apply writing skills to a variety of technical and business applications.</li> </ol>					
Degree Requirements	Approved Substitutions	Name Of Course	Credits	Credits Completed	In Progress Qtr/Yr
AOS 101		Digital Literacy	5		
AOS 105		Word Processing Applications I	5		
AOS 106		Spreadsheet Applications I	5		
AOS 107		Database Applications I	5		
AOS 112		PowerPoint Comprehensive	5		
AOS 135		Writing Essentials	5		
AOS 170		Business Communications	5		
<b>CREDITS REQUIRED FOR CERTIFICATE:</b>			<b>35</b>		

### The following information is needed to produce your certificate:

**Quarter and Year Certificate was completed:**  Fall  Winter  Spring  Summer **20**\_\_

**Name to be printed on Certificate:** \_\_\_\_\_  
*First Middle Last*

**Mailing Address:** \_\_\_\_\_  
*Street/P.O. Box City State Zip*

*If no mailing address is provided, Certificate may be picked up at the Reception desk in the Student Services Bldg.*

### For Office Use:

Grades verified    Date Certificate Posted: \_\_\_\_\_    Processed By: \_\_\_\_\_  
 Certificate Mailed    or     Forwarded to Program Advisor