Degree Guide:

Administrative Office Systems Computer Applications Software Support Specialist, Associate in Applied Science (AAS) Degree

Program
Administrative Office Systems (AOS)
Degree Type
Professional Technical Degree
Offered Online
Yes
Program Coordinator

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Program Description

Complete your Administrative Office Systems Computer Applications Software Support Specialist, Associate in Applied Science (AAS). This program provides up-to-date curriculum that adapts to the rapidly changing workplace. In an interactive online learning environment, students master Microsoft 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 Length: 6 Quarters
Program Code: CSSCAAPT

Career Opportunities and Earnings

Previous graduates are employed by legal and medical offices, government agencies, schools, hospitals, and private enterprises. New opportunities are very likely in the future and the occupation is projected to have a large number of job openings in Washington state. Potential positions include:

- Accounting assistant
- Computer applications support
- Executive assistant
- Legal assistant
- Medical office assistant

For current employment and wage estimates, please visit and search for the relevant occupational term: bls.gov/oes/.

Program Outcomes

- Demonstrate advanced skills in cloud-based Microsoft 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

Special Features

- Intermediate and advanced training in Microsoft 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).

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 though Advisory Committee meetings.

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: pencol.edu/placement-testing.

Approximate Additional Costs

- AOS textbooks and online learning tools are purchased by subscription. Subscriptions can be purchased for one semester, one year, or two years. If a two year subscription is purchased, the average cost per AOS class is $27.
- Software: Office 365 (free for PC students)

Sample Schedule

This sample schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the AAS. 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.

First Quarter (Fall)

Catalog #	Course Title	Credits
AMATH 121	Applied Math for Professional & Tech Programs I	5
AOS 101	Digital Literacy	5
AOS 105	Introduction to Microsoft Word	5

Second Quarter (Winter)

Catalog #	Course Title	Credits
AOS 106	Introduction to Microsoft Excel	5
AOS 115 or AOS 116		3
AOS 117	Surveys and Data Reports	2
AOS 135	Writing Essentials	5

Third Quarter (Spring)

Catalog #	Course Title	Credits
AOS 107	Microsoft Access Databases	5
AOS 112	Microsoft PowerPoint Comprehensive	5
AOS 170	Business Communications	5

Fourth Quarter (Fall)

Catalog #	Course Title	Credits
AOS 205	Advanced Microsoft Word	5
CS 100	Introduction to Computer Science	5
IT 107	Introduction to Networking	5

Fifth Quarter (Winter)

Catalog #	Course Title	Credits
ACCT 215	Quickbooks	5
AOS 206	Advanced Microsoft Excel	5
AOS 214	Office Procedures and Technology	5

Sixth Quarter (Spring)

Catalog #	Course Title	Credits
AOS 212	Advanced Applications of Microsoft 365	5
BUS 270	Management Information Systems	5
SOCSI 101	Contemporary Global Issues	5

Your personal educational plan will vary based on many factors including:

- The quarter you begin
- How many classes/credits you plan to take in each quarter
- Your math and English placement; Learn more about placement options by visiting the Assessment and Placement website.
- If you start in our Transitional Studies program