



Degree Guide:

Administrative Office Systems Office Assistant II Short Term Certificate

Program

[Administrative Office Systems \(AOS\)](#)

Degree Type

Professional Technical Certificate

Offered Online

Yes

Program Coordinator

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Program Code: AASOAC20

Program Outcomes

- Identify the skills that are needed to be a successful digital citizen in college and beyond
- Develop beginning through intermediate skills in Microsoft Word, Excel, PowerPoint, Access and associated technologies
- 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
- Apply writing skills to a variety of technical and business applications

Degree Requirements

Catalog #	Course Title	Credits
AOS 101	Digital Literacy	5
AOS 105	Introduction to Microsoft Word	5
AOS 106	Introduction to Microsoft Excel	5
AOS 107	Microsoft Access Databases	5
AOS 112	Microsoft PowerPoint Comprehensive	5
AOS 135	Writing Essentials	5
AOS 170	Business Communications	5

Total Credits **35**