



Degree Guide:

# Administrative Office Systems Receptionist Short Term Certificate

**Program**

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

**Degree Type**

Professional Technical Certificate

**Offered Online**

Yes

**Program Coordinator**

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Program Code: RECREC01

**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 and associated technologies
- Develop an understanding of business systems, processes, and the general business environment

Catalog #	Course Title	Credits
AOS 101	Digital Literacy	5
AOS 105	Introduction to Microsoft Word	5
BUS& 101	Introduction to Business	5
<b>Total Credits</b>		<b>15</b>