



Degree Guide:

# Administrative Office Systems Software Specialist Short Term Certificate

**Program**

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

**Degree Type**

Professional Technical Certificate

**Offered Online**

Yes

**Program Coordinator**

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Program Code: BOAASC20

**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

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

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**Total Credits** **25**