



Degree Guide:

## Administrative Office Systems Virtual Administrative Assistant Certificate

### Program

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

### Degree Type

Professional Technical Certificate

### Offered Online

Yes

### Program Coordinator

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### Program Description

The Peninsula College Virtual Administrative Assistant Certificate prepares students to provide administrative support to office managers and other office personnel both in person and remote. The certificate includes instruction in business correspondence, office technology, communications skills, Microsoft 365, Word, Excel, Outlook, PowerPoint, Teams, Zoom, survey development, and Adobe forms.

Program Length: 3 Quarters

Program Code: OOCVAC45

### Program Outcomes

- Manage Microsoft Outlook emails, use calendars to schedule appointments, create contact and email distribution lists
- Use virtual communication tools to organize and manage remote meetings.
- Use business collaboration tools such as Google Workspace
- Develop and administer surveys
- Collect and present survey data in table and graphical formats
- Create digital business forms and distribute for digital signatures

### Program Prerequisites

Students entering this program should have basic knowledge of a computer and touch-typing skills.

### Approximate Additional Costs

- 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: Microsoft 365 (free for PC students)
- Tuition and fees: \$5,449.70 total based on 2022-23 [WA resident tuition rates](#) (additional fees may apply)
  - First quarter (15 credits): \$1,696.25
  - Second quarter (18 credits): \$1,912.82
  - Third quarter (17 credits): \$1,840.63

### Sample Schedule



This sample schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn a certificate. 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
AOS 101	Digital Literacy	5
AOS 105	Introduction to Microsoft Word	5
AOS 108	Introduction to Microsoft Outlook	2
HUMDV 120	Human Relations	3

### Second Quarter (Winter)

Catalog #	Course Title	Credits
AMATH 121	Applied Math for Professional & Tech Programs I	5
AOS 106	Introduction to Microsoft Excel	5
AOS 115	Google Workspace	3
AOS 116	Virtual Meetings	3
AOS 117	Surveys and Data Reports	2

### Third Quarter (Spring)

Catalog #	Course Title	Credits
AOS 107	Microsoft Access Databases	5
AOS 112	Microsoft PowerPoint Comprehensive	5
AOS 120	Digital Forms	2
AOS 170	Business Communications	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

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**Total Credits** **50**