

**Career and Program Description**

The Virtual Assistant Certificate will benefit those who want to work independently out of their own home by applying administrative, creative and/or technical services to other entrepreneurs, small businesses or corporations. This advanced certificate presumes previous administrative and office management experience as well as computer skills. Please see a CAS/OS advisor to learn more about this new certificate.

**Certificate Requirements**

All CAS/OS courses to be applied toward a CAS/OS certificate or degree must be passed with a “C” grade or better. (One credit courses must receive a pass grade.)

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**Virtual Assistant (27 credits)  
An Advanced CAS/OS Certificate**

Course	Title	Credits	Course	Title	Credits
BA 205	Solving Comm. Problems w/Technology	4	BA 111	Introduction to Accounting	3
CAS 111D	Beginning Dreamweaver	3	OS 251 <sup>②</sup>	Virtual Office Concepts	4
CAS 246	Integrated Computer Projects	4	OS 280F <sup>③</sup>	Co-op Ed: Virtual Assistant	4
OS 250 <sup>①</sup>	Creating a Virtual Office	4	OS 280G <sup>④</sup>	Co-op Ed: Virtual Assistant Seminar	1

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① Recommended: completion of CAS 246

② Recommended: completion of OS 250

③ A minimum of 15 credits of CAS/OS courses must be satisfactorily completed before enrolling in OS 280F.

④ OS 280F and OS 280G must be taken concurrently

For additional information regarding CAS/OS programs:

- visit our websites at [www.pcc.edu/cas](http://www.pcc.edu/cas) and [spot.pcc.edu/computers](http://spot.pcc.edu/computers)
- call us at (503) 977-4393