

Computer Applications and Office Systems

VIRTUAL ASSISTANT CERTIFICATE

This program is designed for the highly skilled, self-directed administrative assistant. Students learn the necessary skills to develop a virtual office that provides administrative support and technical services for the rapidly changing global business environment.

Recommended

Students must be competent with composition and math skills, word processing, spreadsheet, formatting, filing, and editing skills for common office documents. Browser navigation, searching the web, and file management skills are also essential to be successful in this program. Recommended classes to obtain these skills: WR 121, MTH 20, CAS 104, CAS 133, CAS 170, CAS 216, OS 120, OS 240, OS 245, BA 101, BA 131. Because of the entrepreneurial nature of Virtual Assistants, students should be independent learners who use time management skills to accomplish tasks. It is highly recommended students have a minimum of two years' work experience in an office related field, such as administration, medical, insurance, web design, etc.

Certificate Requirements

Students must pass all courses with letter grades of a C or better.

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First Term

	Course	Cr.
BA 205	Solving Business Problems	4
CAS 111D	Beg. Web Site/Dreamweaver	3
CAS 246	Integrated Computer Projects	4
OS 250	Creating a Virtual Office	4
Total Term Credits		15

Second Term

	Course	Cr.
BA 111	Introduction to Accounting	3
OS 251	Virtual Office Concepts	4
OS 280F	Cooperative Education	4
OS 280G	Cooperative Education: Seminar	1
Total Term Credits		12

Total Certificate Credits	27
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To register for courses, go to <http://www.pcc.edu/schedule/>