LEARN TO USE GOOGLE DOCS
Through tutorials and practice you will learn to create, use and share documents.

EXPLORE ONLINE PRODUCTIVITY TOOLS
You will explore many of the new productivity apps available on the internet today.

LEARN TO DEVELOP A WEBSITE
You will learn how to develop your business website.

PRACTICE BEING A VIRTUAL ASSISTANT
You will practice what you learned by completing a virtual assistant project.

TAKE THE NEXT STEP IN LEARNING HOW TO RUN YOUR VIRTUAL OFFICE ASSISTANT BUSINESS

If you are planning to start your own virtual assistant business or plan to do any type of online or work-from-home business, this course is for you. You will learn how to take advantage of the latest technologies available to help you work productively in a remote environment. We will explore various aspects of being a virtual assistant such as ethics, social networking, contracts, insurance and legal needs and some of the challenges you might face in conducting your business.

This course is the 2nd in a two-part series, OS250 and OS251. OS250 is a prerequisite to OS251.