



**VIRTUAL ASSISTANT
Certificate Program**

Career Curriculum 00BUS0010 Certificate Program Minimum Hrs. 41 Major Code: 1.2 520402J
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FIRST YEAR – SUMMER SEMESTER

Dept. No.		Hrs.	Gr.
CIS 101	Introduction to Computers	<u>3</u>	—
		3	

FIRST YEAR – FALL SEMESTER

Dept. No.		Hrs.	Gr.
BUS 116	Keyboarding I ¹	3	—
BUS 135	Office Language Skills	3	—
CIS 206	Managing Network Environments I	<u>3</u>	—
		9	

FIRST YEAR – SPRING SEMESTER

Dept. No.		Hrs.	Gr.
MAT 113	Introduction to Contemporary Mathematics OR BUS 111 Business Mathematics	3	—
BUS 117	Keyboarding II ¹	3	—
BUS 236	Records Management	<u>1</u>	—
		7	

Fall only courses:

CIS 206

Spring only courses:

BUS 237
CIS 208

SECOND YEAR – SUMMER SEMESTER

Dept. No.		Hrs.	Gr.
BUS 138	Employment Strategy	1	—
BUS 235	Business Correspondence	<u>3</u>	—
		4	

SECOND YEAR – FALL SEMESTER

Dept. No.		Hrs.	Gr.
BUS 255	Customer Service	3	—
CIS 104	Spreadsheet Design	3	—
CIS 120	Data Base Management	<u>3</u>	—
		9	

SECOND YEAR – SPRING SEMESTER

Dept. No.		Hrs.	Gr.
ACC 100	Business Accounting OR ACC 200 Financial Accounting I	3	—
BUS 237	Office Procedures	3	—
CIS 208	Security Awareness	<u>3</u>	—
		9	

¹ Proficiency exams are available for BUS 116 (requiring 40 wpm with no more than three errors on a three-minute straight-copy timing) and BUS 117 (requiring 55 wpm with no more than three errors on a three-minute straight-copy timing) for students entering the program with a sound background in keyboarding. See your advisor or the chairperson of the Business Department for information.

The Virtual Office Assistant Certificate (00BUS0010) is an ICCB approved extension of the Administrative Assistant AAS Degree (00BUS0009).

*John A. Logan College reserves the right to modify this curriculum guide as needed.
Please verify with your academic advisor the accuracy and time lines of this document.*

Effective Date: Fall 2010

Career Opportunities: This program is for those wanting and needing to learn online in order to work online as an office assistant performing common office procedures such as word processing and document management, records management, scheduling and appointments, light bookkeeping, and others. Virtual office assistants can work for a variety of organizations remotely performing document production, meeting and event planning, and some network management.