

For more information contact:

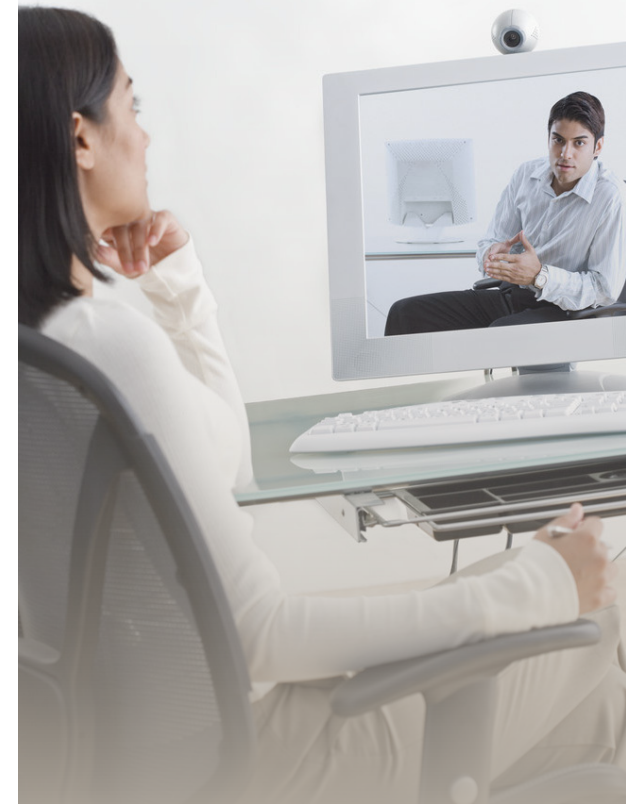
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John A. Logan College does not discriminate on the basis of race, religion,  
color, national origin, disability, age or gender orientation.

03/10



JOHN A. LOGAN COLLEGE  
VIRTUAL  
ASSISTANT  
CERTIFICATE



## Do you have these personal characteristics?

- Disciplined
- Self-starter
- Independent
- Organized
- Strong work ethic

## Do you want to develop these virtual workforce skills?

- Planning skills
- Communication skills
- Technology skills
- Commitment to lifelong learning

If so, consider the Virtual Assistant Certificate of Achievement from John A. Logan College.

Check out the website for the International Virtual Assistants Association at [www.ivaa.org](http://www.ivaa.org) for more information about Virtual Assistants.

## CURRICULUM GUIDE

CIS 101	Introduction to Computers OR	
CIS 207	Computer Applications	(3 cr.)
BUS 116	Keyboarding I	(3 cr.)
BUS 135	Office Language Skills	(3 cr.)
CIS 206	Managing Network Environments	(3 cr.)
BUS 117	Keyboarding II	(3 cr.)
BUS 111	Business Mathematics	(3 cr.)
BUS 236	Records Management	(1 cr.)
BUS 235	Business Correspondence	(3 cr.)
BUS 138	Employment Strategy	(1 cr.)
CIS 104	Spreadsheet Design	(3 cr.)
CIS 120	Data Base Management	(3 cr.)
BUS 255	Customer Service	(3 cr.)
BUS 237	Office Procedures	(3 cr.)
CIS 208	Security Awareness	(3 cr.)
ACC 100	Business Accounting	(3 cr.)

TOTAL HOURS 41

## Telework is here . . .

Because most technology that was once only available in a formal office setting can now be found in homes, vehicles, hotels, etc., working remotely from the office is becoming increasingly common.

## Virtual Assistant Career Opportunity

A virtual assistant is an administrative assistant who contracts his or her services to one or more clients. Virtual assistants can be an employee of a company or be self-employed.

