

VIRTUAL OFFICE ASSISTANT CERTIFICATE OF PROFICIENCY



This Certificate of Proficiency prepares students to create and run a virtual office business. More specifically, the certificate prepares a student to act as an entrepreneur specializing in administrative services provided to clients in a virtual environment.

Code	Title	Units
BOT-100	Basic Keyboarding	1
BOT-103A	Building Keyboarding Skill I	0.5
BOT-103B	Building Keyboarding Skill II	0.5
BOT-111	Virtual Assistant	2
BOT-115	Essential Excel	1
BOT-120	Comprehensive Word, Level I	1
BOT-121	Comprehensive Word, Level II	1
BOT-150	Using Microsoft Publisher	1
BUS-141	Entrepreneurship: Managing a New Business	3
BUS-146	Marketing	3
Total Units		14