

VIRTUAL BUSINESS OFFICE SUPPORT PROFESSIONAL

Certificate of Achievement Career/Technical (Major Code: A2459)

Prepares students to work in a virtual (Web- and technology-based) office environment. Emphasizes the creation, marketing, and management of the virtual office, the use of new technologies, and the development of key office support and technical skills required in the virtual environment. Students who successfully complete the program will gain entry-level employment as virtual support assistant, virtual secretary, virtual website support.

Program Student Learning Outcomes

- Student will provide virtual customers with clear and organized information.
- Student will calculate simple to complex sales invoices, bills of lading, and other types of business forms applying proper and accurate business mathematics rules and procedures.
- Student will treat all online customers with respect and dignity in all forms of online communications with sensitivity to the differences of diverse cultural groups.
- Student will perform research on topics regarding the virtual office environment using a variety of research tools and assessing the information gathered critically to ascertain its veracity, validity, and reliability.

Code	Title	Units
Program Requirements		
BUS 211	COMMUNICATION IN BUSINESS AND INDUSTRY	3
BUS 239	PROJECT MANAGEMENT	3
BUS 290	WORK EXPERIENCE IN BUSINESS I	2-4
Plus the courses required for the Virtual Business Professional certificate		
BUS 191	CREATING AND MANAGING A VIRTUAL OFFICE	3
BUS 192	MARKETING A VIRTUAL OFFICE	3
BUS 200A	MICROSOFT WORD: BEGINNING	2.5
BUS 200B	MICROSOFT WORD: ADVANCED	2.5
BUS 206	FILING AND RECORDS MANAGEMENT	2.5
BUS 210	BUSINESS ENGLISH	3
Total Units		24.5-26.5