

ADMINISTRATIVE ASSISTANT, VIRTUAL SUPPORT - CERTIFICATE OF ACHIEVEMENT

Plan Code: 3203

This program prepares students for careers involving virtual work in office environments. The program curriculum prepares students for business office work requiring remote workers, remote administrative assistance, or global support in contemporary business environments.

Program Student Learning Outcomes

- Apply digital resources to conduct remote administrative support work.

Program Requirements

Code Number	Course Title	Units
REQUIRED COURSES		
BCOM 15	Business Communications	3
BCOM 20	Business Writing	3
BCOM 25	Digital and Social Media	3
BCOM 260	Channels of Business Communication	1
BCOM 262	Soft Skills for the Workplace	1
BCOM 263	Customer Service	3
BCOM 264	Business Telecommuting Fundamentals	3
COSA 30	Introduction to Computers	3
COSA 210	Intro to Project Management for IT	3
COSA 215	Microsoft Outlook for Windows	3
COSK 200	Keyboarding and Document Production	3
Total Units		29