

# Virtual Office Assistant: Certificate of Competence

## Description

This certificate will be delivered online to reach students who are unable to travel to campus. It will provide an online (distance education) experience aligned with the Virtual Assistant industry standards in supporting businesses in Hawaii and elsewhere over the Internet. Students completing the Virtual Office Assistant Certificate of Competence will have the required skills and knowledge necessary to support clients in an administrative capacity in a virtual setting.

## Program Learning Outcomes

Upon completion of the program, students will be able to do the following:

- Use computer and technology tools effectively to support the business needs of the Virtual Assistant's (VA) clientele by using current and emerging technologies to create and manage documents, spreadsheets, databases, and presentations.
- Use basic accounting methods to support recordkeeping needs.
- Demonstrate proficiency using and maintaining social media tools, creating business and marketing plans, and sustaining a competitive advantage in the Virtual Assistant industry.
- Demonstrate professionalism in work quality, appearance, attitude, and workplace behavior as required in a diverse business environment by completing an administrative or Virtual Assistant internship.

Program: [Business Technology](#)

Type: Certificate of Competence (CO)

## Semester 1

Item #	Title	Credits
	BUSN 121 OR BUSN 123	3
BUSN 158	Social Media and Collaboration Tools for Business	3
BUSN 164	Career Success	3
BUS 101	Business Information Systems	3
	<b>Sub-Total Credits</b>	<b>12</b>

## Semester 2

Item #	Title	Credits
	ACC 124, ACC 201 (Options)	3
BUSN 159	Creating and Managing the Virtual Office	3
	BUSN 193V (2cr)	2
BUS 201	Advanced Business Information Systems	3
	<b>Sub-Total Credits</b>	<b>11</b>
	Total credits for degree:	23