

## Recommended Sequence of Courses

**Program of Study:** Virtual Assistant: Administrative Support

**Department:** Business Administration

**Coordinator:** Peg Saragina (707) 527-4693

**Effective:** Spring 2012

Course Number	Course Title	Units
<b>First Semester</b>		
BGN 71	Business English	3.0
BOT 59.5	Creating a Virtual Office (fall only)	3.0
CS 60.11A	Microsoft Word, Part 1	1.5
<b>First Semester Unit Total:</b>		<b>7.5</b>
<b>Second Semester</b>		
BBK 53.1	QuickBooks Level 1	1.5
CS 61.11A	Microsoft Excel, Part 1	1.5
BMG 85.5	Small Business Plan	1.0
Restricted Electives	BBK 50, BOT 99.4i, CS 50.11A, CS 50.11B, CS 62.11A, CS 63.11A, CS 72.91A	3.0
<b>Second Semester Unit Total:</b>		<b>7.0</b>
<b>Third Semester</b>		
BOT 59.6*	Marketing Yourself as a Virtual Assistant (summer only)	3.0
<b>Third Semester Unit Total:</b>		<b>3.0</b>

**Minimum units to meet program requirements: 17.5**

**Notes:**

\* Course has prerequisite

All courses are taught completely online - no scheduled class times.