Recommended Course Sequence

Certificate / Major: Virtual Assistant: Bookkeeping
Department: Business Office Technology
Program Coordinator: Peg Saragina (707) 527-4693

Revised 1/17/12

First Semester

Course Number	Course Name/Description	Units	Semester(s) Offered
BGN71	Business English	3	Spring/Fall
BOT59.5	Creating Virtual Office	3	Fall
BOT54.1	Writing Strategies	0.5	Spring/Fall
BOT154.2	Customer Service	0.5	Spring/Fall/Summer
BOT73.14A	Access	1.5	Spring/Fall/Summer
BOT73.12A	Word	1.5	Spring/Fall/Summer

Second Semester

Course Number	Course Name/Description	Units	Semester(s) Offered
BOT59.6	Marketing Yourself As a VA	3	Spring
BMG85.5	Business Plan	1	Spring
BOT154.4	Time Mgmt	0.5	Spring/Fall/Summer
BBK50	Computerized Bookkeeping & Accounting	3	Spring/Fall

Notes:

Additional training and classes in Excel and Quickbooks would be beneficial.

BBK 53.1 Quickbooks and BOT73.13A &B Excel