

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
First Semester		
BGN 71	Business English	3.0
BOT 59.5	Creating a Virtual Office (fall only)	3.0
First Semester Unit Total:		6.0
Second Semester		
BMG 85.5	Small Business Plan	1.0
	Restricted Electives: BBK 50, BBK 53.1, CS 50.11A, CS 50.11B, CS 60.11A, CS 61.11A, CS 62.11A, CS 63.11A, CS 72.91A	5.5
Second Semester Unit Total:		6.5
Third Semester		
BOT 59.6*	Marketing Yourself as a Virtual Assistant (summer only)	3.0
BOT 99i*	Internship	2.0
Third Semester Unit Total:		5.0

Minimum units to meet program requirements: 17.5

Notes:

* Course has prerequisite

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

Suggested sequence of courses each semester is designed for part-time students who are working full-time.